

Spotlight on Theme

There are many different kinds of technology that can help us in our daily lives.

But the question is, "How can we use technology effectively?"

In this theme, you will learn about the evolution of technology. the components of computer systems and how technology can help people with determination.

You will also find out how explorers and archaeologists use technology to collect, analyze, and report their findings.



Lesson

Explorer in Action

Fred Hiebert

- >>> Fred Hiebert is an archaeologist and explorer at National Geographic.
- >> He studies the past by excavating, observing, and writing about objects and sites.
 - أدريد هيبرت عالم آثار ومستكشف في منظمة ناشيونال جيوجرافيك.
 - √ يقوم بدراسة الماضي من خلال التنقيب والملاحظة والكتابة عن الأجسام والمواقع الأثرية.



- In his daily work, Mr. Hiebert uses ICT tools, such as:
 - 1 Word processor program to write reports.
 - 2 Excel spreadsheet program to prepare and show graphs.
- OperPoint presentation program to present the results of his research to his team.
- Me ensures that the slides are easy to read and make the information clear.

Mr. Hiebert communicates formally through:



▲ الرسائل الورقية



▲ رسائل البريد الإلكتروني



▲ نُسلم المستندان شخصيًا

Mr. Hiebert is also a mentor who guides his students and colleagues around the world.

من أدوار فريد هيبرت أيضًا، توجيه طلابه وزملائه من جميع أنحاء العالم.

Mentoring

It is advising or training someone on a subject you have a lot of experience in.

التوجيه أو الإرشاد: هو أن تُقدُّم المعرفة والتمرين لأحد الأشخاص في موضوع تَملك خبرة كبيرة فيه.

Importance of Mentoring:

- Mentoring is a great way to pass on knowledge and skills.
- Mentors share their experience, including problems that may arise and how to deal with them. This helps others advance faster.
 - 🕕 يُعتبر التدريب طريقة رائعة لنقل المعرفة والمهارات.
 - وذلك لما المدربون خبراتهم مع الآخرين، والتي تتضمن المشكلات التي يمكن أن تواجههم؛ وذلك لمساعدتهم في معرفة كيفية حل تلك المشكلات بشكل أسرع.

Types of Meetings

Face-to-face Meetings

Virtual Meetings

Face-to-face Meetings

- Mr. Hiebert generally prefers to communicate with people through face-to-face" in-person" meetings.
- But sometimes face-to-face meetings are not possible because:
 - 1 He is away on an expedition.
 - 2 The people he is meeting with are in different countries.
 - المُعنفُل فريد هيبرت التواصل مع الناس من خلال المقابلات المباشرة وجهًا لوجه، لكن في بعض الأحيان يتعذّر عليه إجراء هذه اللقاءات المباشرة:
 - 🕗 الأشخاص الذين يلتقي بهم موجودون في بلدان مختلفة.
- 🕦 لوجوده بعيدًا في رحلة استكشافية.

Virtual Meetings

- >> In such cases, Mr. Hiebert holds virtual meetings using platforms like Zoom and WhatsApp.
- >> Virtual meetings have to be scheduled at a suitable time for everyone, but choosing a suitable time can be difficult due to the time difference between countries.
- >>> Mr. Hiebert believes it is important to follow up a virtual meeting or telephone call with official notes documented in an email or sent as a Word document.
- >> This ensures that everyone involved has the same information and a copy to keep.
 - >> وفي مثل هذه الحالات، يعقد هيبرت اجتماعات افتراضية باستخدام منصات مثل زووم وواتس آب.
 - **>>> يجب** تنظيم مواعيد تلك الاجتماعات في وقت مناسب للجميع، وهو أمر صعب بسبب اختلاف التوقيت بين الدول.
 - ₩ يعتقد فريد هيبرت أنه من المهم متابعة الاجتماعات واللقاءات الافتراضية أو المكالمات الهاتفية بملاحظات رسمية موثقة في رسالة بريد إلكتروني أو مرسلة كمستند مرفق.
 - ≥ ذلك يضمن حصول كل المشاركين على المعلومات نفسها، وكذلك على نسخة يحتفظون بها.



NOTES:

During virtual meetings or video conferencing, people can do the following:

- 1 They can see and hear each other.
- 2 They can also share information found on their screens.
- 1 They can send and receive documents.

Sharing Information

- Sharing information has become vital in our day-to-day lives.
- Technology has helped to make this an easier task.
 - € لقد أصبحت مشاركة المعلومات أمرًا أساسيًا في حياتنا اليومية وقد ساعدت التكنولوجيا في تيسير هذه المهمة.



- Moreover, the Ministry of Education makes sure that students have a record of what they should have learned in the classroom via:
 - 1 The satellite broadcasting channels (educational channels) affiliated by the Ministry of Education.
 - 2 YouTube channel, "Madrasitna", that provides limitation videos on each school subject.
 - وزارة التربية والتعليم على حصول التلاميذ على تسجيلات لما عليهم تعلمه في الفصل الدراسي عبر:
 - 🕕 قنوات البث الفضائي (القنوات التعليمية التابعة لوزارة التربية والتعليم).

المستقبل يبدأ الآن

قناة اليوتيوب «مدرستنا»، والتي تقدم مقاطع فيديو لكل مادة من المواد الدراسية.

The educational channels on YouTube provide a second opportunity for:

- 1) Students who missed a lesson.
- 2 Students who need further explanation of a lesson.
- 3 Students who would just like a quick review.
 - القنوات التعليمية على اليوتيوب تعطى فرصة أخرى للتلاميذ الذين فاتهم أحد الدروس، أو يحتاجون إلى مزيد من الشرح للدرس، أو الذين يرغبون بمراجعة سريعة للدرس.

Exercises on Lesson

Choose the corre	ect answer:	
		1
● Fred Hiebert is a/an		+
a. biologist	b. scientist	c. archaeologist
		محافظة الإسكندرية – إدارة شرق 2023
Fred Hiebert is an arc	chaeologist and	in National Geographic.
a. engineer	b. explorer	c. doctor
The software program	that Mr. Hiebert uses to	write reports is
a. Microsoft Word	b. Microsoft Excel	c. PowerPoint
		محافظة الإسكندرية - إدارة وسط 2023
4 represe	ents data in the form of a g	graph in different formats.
 a. Excel program 	b. Word program	c. Paint program
7.44		محافظة الجيزة – إدارة العمرانية 2023
5 Printed letters and em	ails are used to communi	icate in a/an
way.		
a. normal	b. formal	c. informal
To prepare and show	graphs, you can use	program.
	b. PowerPoint	
7 Mr. Hiebert uses ema	ils and to s	hare his discoveries.
	b. maps	
8 is traini	ng someone on a subject	tyou have a lot of
experience in.		,
a. Communication	b. Mentoring	c. Studying
We can use the Excel	program for creating	
a. spreadsheets	b. presentation	c. writing reports
		محافظة القاهرة – إدارة النزهة 2023
10 Mr. Hiebert prefers	to communic	ate with others.
	b. face-to-face meeting	

12 O ICT Prim. 5 - First Term

Explorer in Action

Computer Accessories

Like Mr. Hiebert, you can use ICT tools to share ideas.

🧨 مثل السيد هيرت، بمكنك استخدام أدوات تكنولوجيا المعلومات والاتصالات لمشاركة الأفكار.

• Is used to transfer files and data between



• Like HDD, but much faster.

مثل محرك الأقراص الثابتة، ولكن يعمل بشكل أسرع.



• Is a cable that connects a computer or laptop to a router.



• It connects an eterhnet cable.







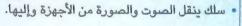


• Is a device that connects a computer to the internet via ethernet or wi-fi.





• Is a cable that transmits audio and video from and to devices.





Role of Information and Communication Technology (ICT) in Our Lives

Units of Measurement

Terabyte (TB)

Gigabyte (GB)

Megabyte (MB)

Kilobyte (KB)

Byte (B)

Bit

Bit		The smallest unit of data	0 or 1
2 Byte		1 Byte = 8 bits = 1 character	"Cat" = 3 characters = 3 Bytes
3 Kilok	oyte (KB)	1 KB = 1024 B	
4 Meg	abyte (MB)	1 MB = 1024 KB	
5 Gigo	abyte (GB)	1 GB = 1024 MB	
6 Teral	byte (TB)	1 TB = 1024 GB	

Megabits per second - Mbps

>> Measures the speed of a network or internet connection.

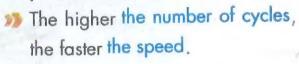


>> The faster the speed, the better the internet connection.

وحدة قياس تُستخدم لقياس سرعة شبكة الإنترنت (كلما زادت سرعة الشبكة، كان ذلك أفضل).

GigaHertz (GHz)

Measures the number of cycles your CPU carries out per second.





👫 تُستخدم لقياس عدد الدورات التي تنفذها وحدة المعالجة المركزية في الثانية.

كلما زادت عدد الدورات، زادت سرعة معالجة البيانات والتعليمات.

Potential Computer Problems and Solutions

Problem	Reason	Solution
1 Trouble processing large files (Like a big PowerPoint presentation)	 Not enough graphics storage عدم وجود مساحة تخزين كافية للرسومات. 	Shut down some programs. أغلق بعض البرامج.
2 Not able to store files. عدم القدرة على تخزين الملفات.	Not enough space الساحة غير كافية.	 Move old files to an external drive. انقل اللفات القديمة إلى محرك أقراص خارجي.
3 A poor video- conference connection اتصال ضعيف بالشبكة أثناء مؤتمر فيديو.	Slow wireless internet connection اتصال لاسلكي بالإنترنت ضعيف وبطيء.	 Try an ethernet connection. جرّب شبكة الإيثرنت السلكية السريعة.
4 The home internet connection not working. الإنترنت المنزلي لا يعمل.	 Connection interrupted انقطاع الاتصال. 	Use ethernet or contact (ISP) (Internet Service Provider). استخدم الإيثرنت أو اتصل بمزود خدمة الإنترنت.

Choose the correct answer:

1	The	smallest	unit	of	data	is	>>++++++++++++++++++++++++++++++++++++	
1000		3111011031	OHILL		WUITU.	11.00		

a. bit

b. byte

c. gigabyte

(محافظة البحيرة – إدارة دمهور 2023) (محافظة الإسكندرية – إدارة شرق التعليمية 2023)

is used to store or transfer files and data between computers.

a. HDMI

b. The CPU

c. Flash memory

is the same as a hard disk drive, but it runs faster.

a. An external hard disk b. Flash memory

is a device that connects a computer to the internet via Wi-Fi.

a. HDMI

b. A router

c. An ethernet port

(محافظة الإسكندرية – إدارة شرق التعليمية 2023) (محافظة الجيزة – إدارة الشيخ زايد 2023)

is a cable that transfers audio and video to and from devices.

a. An ethernet cable

b. HDMI

c. A router cable

6 Network or internet speed is measured in

a. GHz

b. Mbps

c. Gb

محافظة الإسكندرية – إدارة وسط 2023

measures the number of cycles your CPU carries out per second.

a. Gigahertz

b. Mbps

c. Byte

is a cable that connects a computer to a router.

a. HDMI

b. An ethernet cable

c. An external hard

9	The word	'apple'	takes	***************************************	to	represent it	in a	compute
	system.							

a 5 bits

b. 8 bits

c. 5 bytes

10 The reason your home internet connection is not working is because

a, there is no enough space

b. there is no enough graphic storage

c. the connection was interrupted

محافظة الإسكندرية - إدارة شرق التعليمية 2023

11 Byte is equal to bit(s).

a. 1024 b. 1

12 One of the measurement units is the Megabyte (Mb), which is equal to

a. 1024 bytes

b.1024 kilobytes

c. 1024 megabytes

محافظة الإسكندرية -إدارة المنتزه ثان 2023

13 When you are not able to store files, this means that

a. there is no enough graphics storage

b. the connection is lost

c. there is no enough space

14 Which problem would you use an ethernet cable to solve?

a. Not able to store files.

b. A poor video conference connection.

c. Trouble processing large files.

15 Which one represents the correct arrangement of these measuring units of a computer (from the biggest to the smallest)?

a. Terabyte - megabyte - gigabyte

b. Byte - kilobyte - megabyte

c. Megabyte - kilobyte - byte

1 A byte is the smallest storage unit to store data.

حافظة الجيزة - إدارة العمرانية 2023: ١١٠١- ١١٠١٤ مُرادِّيًا مُرادِّيًا العراد ا

- We use flash memory to store, transfer, and share information online.
- 3 Gigahertz (GHz) is used to measure network speed.
- 4 An Ethernet cable connects computers to the router.

حافظة الجيزة - إدارة أبو النمرس 2023

5 Kilobyte (KB)= 1024 bytes.

مافظة الفيوم – إدارة شرق 2023

- 6 The word 'ICT' takes 3 bits to store in a computer.
- 7 Ethernet ports are more stable and faster than Wi-Fi.
- 8 An ethernet cable transmits audio and video to and from devices.

لعافظة البحر الأحمر - إدارة الغردقة 2023

- 9 The more cycles that the CPU performs, the faster data can be processed.
- Gigabytes are used to measure the number of cycles executed by the CPU.
- Not having enough space can cause problems when handling large files.
- 12 Giga byte = 1204 kilobytes.

حافظة الجيزة – إدارة الشيخ زايد 2023

13 External hard drive, like the HDD but much faster.

عافظة الشرقية – إدارة شرق الزقازيق 2023

- 14 HDMI is a wire that connects a computer or laptop with the router.
- Both external hard disk and flash memory are used for the same purpose.

حافظة الدقهلية – الإدارة التعليمية 2023

To solve the problem of not having enough space, you can move some files to an external drive

- To solve the problem of your home internet not working, you can use an ethernet cable or contact your internet service provider. (
- Complete the missing parts using the words between the brackets:

(flash memory - HDMI - An ethernet cable - A router)

- 1 A stores information.
- connects your computer or laptop to the router.
- 3connects the computer to the internet via Wi-Fi or ethernet.
- is a cable that transmits audio and video to and from devices.
- Choose from column (A) what suits it in column (B):

A

Column (A)	Column (B)
1 Byte	a. 1,024 kilobytes
2 Megabyte	b. 1,024 bytes
3 Gigabyte	c. 1,024 gigabytes
4 Kilobyte	d. 1,024 megabytes
	e. 8 bits

В

Column (A)	Column (B)
A poor video-conference connection	a. Shut down some programs.
Not able to store files	b. Try an ethernet connection
3 Not enough graphics storage	c. Move old files to an external drive.

They are groups of people, or things that are Networks oconnected to each other for a common purpose.

تُمثِّل مجموعة من الأشخاص أو الأشياء المرتبطة بعضها ببعض لهدف مشترك.



For example: Your Family

>> You bond and communicate with each other. sharing support and experiences.

أنتم تترابطون وتتواصلون معًا، وتتشاركون الدعم والخبرات.



Computer **Networks**

they connect computers with each other to share important information and data.

تربط أحهزة الكميبوتر مع يعضها البعض؛ لمشاركة معلومات وبيانات



Some Types of Computer Networks

Local Area Network (LAN)

- >> You may have your own personal computer network at home.
- >> It may consist of a computer connected to another computer or device, such as a printer or router.



- قد يكون لديك شبكة الكمبيوتر الشخصية الخاصة بك في المنزل.
- ◄ قد تتكون من جهاز كمبيوتر متصل بجهاز كمبيوتر آخر أو جهاز آخر مثل: الطابعة أو الراوتر.

Internet

>> The internet is a network that connects millions of computers and the people using them from all ground the world.



✔ الإنترنت هو شبكة تربط أجهزة الكمبيوتر والأشخاص الذين يستخدمون تلك الشبكة من جميع أنحاء العالم.

What do we need to connect a computer to the internet?

We need a gateway, such as a router.

It connects your computer to an ISP (Internet Service Provider). يقوم بربط جهاز الكمبيوتر الخاص بك بمزود خدمة الإنترنت.

(Internet Service Provider) is a company that provides internet service to customers.

(مزود خدمة الإنترنت) هي شركة تقدم خدمة الإنترنت للعملاء.



Computer

Router

Internet Service Provider

Note: A gateway is a means of access to something.

The World Wide Web (WWW)

is part of the internet network and is made up of web pages and sites that people can navigate.

شبكة الويب العالمية: تعتبر جزءًا من شبكة الإنترنت، وهي تتكوَّن من صفحات شبكية أو صفحات ويب يمكن للأشخاص التنقل بينها.

>>> Example: The Egyptian Knowledge Bank (EKB) on the WWW, is available for free to all Egyptians who register on the site.



Egyptian Knowledge Bank بنك المعرفة المصري

البواية هي وسيلة للوصول لشيء ما.

₩ إن بنك المعرفة المصرى متاح بالمجان لجميع المصريين المسجلين على الموقع.

3 Intranet

Unlike the internet, the intranet is private, and restricted to only those who are part of the business, school, or organization with which they are connected.



◄ على عكس الإنترنت، يعتبر الإنترانت أكثر خصوصية، ويقتصر فقط على الذين يشكلون جزءًا من العمل أو المدرسة أو المؤسسة التي تتصل بها.

Open Network It is opened and accessible to all.
 Example: The Web

هي شبكة مفتوحة ومتاحة للجميع (مثل شبكة الإنترنت).

Closed

 It may only have computers linked by cable to allow file sharing.

Example: A school's computer lab

قد تحتوي فقط على أجهزة كمبيوتر متصلة بواسطة كبل للسماح بمشاركة الملفات.

Intranet

Internet

Closed computer network

Share information

Open computer network

Cable

• Its is a long connector that transmits data or power between devices.

Example: Ethernet cable

هو مُوصِّل طويل ينقل البيانات أو الطاقة بين الأجهزة (مثال: سلك الإيثرنت<mark>).</mark>

80s: Dial-up Internet Connection

- They used phone line to connect to the internet.
- They couldn't use the phone when on the internet.
- » A slow but stable connection.



Newtworks o-

- کان خط الهاتف هو الطريقة الوحيدة للاتصال بالإنترنت.
- 💦 كان يستحيل استخدام الهاتف أثناء الاتصال بالإنترنت. 🧨 كان الاتصال بطيئًا ولكن ثابتًا.

Late 80s: Digital Subscriber Line (DSL)

- A high-speed connection.
- >> It uses the same home phone wires to connect to the internet.
- >>> It allows the phone and the internet to be used simultaneously.
 - أستخدم أسلاك الهاتف المنزلي.



- **>> هي وصلة إنترنت ذات سرعة عالية.**
- 🕊 تسمح باستخدام الهاتف والإنترنت في آنِ واحد.

90s

- >>> Emergence of the World Wide Web (WWW)
- It consists of a large set of web pages that are linked to each other using hyperlinks.



💦 تحتوي على مجموعة كبيرة من صفحات الويب التي ترتبط معًا

باستخدام روابط تشعبية.



2000+

- >>> Wi-Fi devices become popular.
- >> Hotspots allow you to access the internet anywhere from your smartphone.



﴿ ظهرت أيضًا نقاط الاتصال التي تتيح لك الاتصال بالإنترنت من أي

مكان من خلال الهواتف الذكية.



Exercises on Lesson



Choose the correct answer:

1	((*************************************	are	groups	of	people	ОГ	things	that	are	connecte	d to	each
	other.											

- a. Computers
- b. Networks c. Gateways

(محافظة الجيزة – إدارة العمرانية 2023) (محافظة الجيزة – إدارة أبو النمرس 2023)

- 2 Computer connect(s) computers together to share important information.
 - accessories
- b. networks
- c. hardware
- To connect your computer to the internet, you need a
 - a. network

- b. gateway
- c. flash memory

(محافظة الجيزة – إدارة العمرانية 2023) (محافظة الإسكندرية – إدارة شرق التعليمية 2023)

- 4 consists of a computer connected to a printer or a router.
- a. The internet
- b. The ethernet c. The LAN
- 5 A router is considered a/an
 - a. famous browser
 - b. antivirus software
 - c. gateway for the internet

(محافظة المنوفية - إدارة السادات 2023) (محافظة الدقهلية - الإدارة التعليمية 2023)

- 6 A/An is a device that connects your computer to an ISP.
 - a. ethernet cable
- b. router

- c. ethernet port
- The is a network that connects computers and people using them from all around the world.
 - a. information
 - b. internet

c. device

محافظة الجيزة – إدارة أبو النمرس 2023

- 8 is a company that provides internet service to customers.
 - a. An ISP

- b. A router
- c. WWW

9		is a part of the internet that ha	is web pages and sites that
	people can v	risit.	
	a. A LAN	b. The intranet	c. WWW
10	The	is private and restricted to	only those who are part of
	the business,	school, or organisation with wh	nich they are connected.

- 11 A school's computer lab is an example of
 - a. the internet

a. internet

b. intranet

- b. an open network c. a closed network
- is available for free to all Egyptians who register on the site.
 - a. The EKB
- b. Google Chrome
- c. Wikipedia
- 13 The web is an example of

 - a. an open network b. a closed network
- c. a LAN

c. LAN

- 14 WWW is part of the internet that has that people can navigate.
 - a. LAN
- b. a closed network
- c. web pages
- 15 A is a long connector that transmits data or power between devices.
 - a. flash memory b. router

- c. cable
- is a slow connection that doesn't allow you to use the phone when using the internet.
 - a. Dial-up b. DSL
- c. WWW
- 17 allows you to access the internet from anywhere on your smartphone.
 - a. WWW b. Hotspot
- c. Bluetooth
- allows the phone and the internet to be used simultaneously.
 - a. Dial-up internet connection
 - b. Digital subscriber line (DSL)
 - c. World Wide Web

Role of Information and Communication Technology (ICT) in Our Lives

2	Put	(/)	or	(X)

The internet is more secure an	d private than the intranet.
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سدد إدارة شرق 2023

2 Computer networks connect computers to each other to share information and data.

3 A LAN is a wide area network.

محافظة الفيوم — إدارة شرق 2023

4 A local area network (LAN) is a network that connects computers from all over the world.

5. To connect a computer to the internet, you need a router.

6 A cable is a long connector that transfers data or power between devices.

To connect a computer to the internet, a gateway must be used.

8 WWW is a short form for the World Wide Web.

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The World Wide Web (WWW) is a part of the intranet.

10 Hotspot appeared after the year 2000.

11 The internet is a private network that is restricted to some people.

12 A school's computer lab could have its own closed network.

محافظة الجيزة - إدارة أبو النمرس 2023

13 Hotspot allows you to access the internet from anywhere on your smartphone.

14 The Egyptian Knowledge Bank is available for free to Egyptians.

محافظة الفيوم – إدارة شرق 2023

Complete the missing parts using the words between the brackets:

(WWW - A router - DSL - An ISP - A LAN - The EKB)

enables you to connect your laptop to the internet.

consists of one computer connected to a printer or a router.

is a part of the internet network, made up of web pages and sites.

is the internet service provided by Egyptian companies to citizens.

is available for free to all Egyptians who register on the site.

allows the phone and the internet to be used simultaneously.

Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
A router	a. is a part of the internet network, is made up of web pages and sites
2 The internet	b. is a computer network between some people in the same work.
3 The intranet	c. connects your computer to an ISP.
WWW	d. is a computer network between people all over the world.
1 2	3 4

Complete the following diagram:

Closed Open computer computer network network

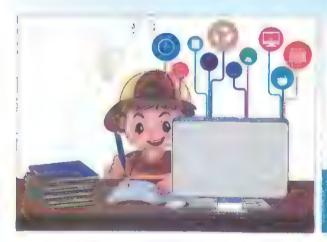
Digital Communication Tools

Uses of Computer Networks and the internet

For People:

- >> We communicate using computers or mobile networks every day to:
 - Send a text.

- 2 Buy something.
- (a) Take an online class.
- 4 Download or upload a video.
- (5) Use an app or program.
- 💦 نتواصل بومنًا باستخدام شبكات الكمبيوتر أو الهواتف:
- 2 لشراء شيء.
- 🕕 لإرسال رسائل نصية.
- 4 لتنزيل أو تحميل مقاطع فيديو.
- الخذ دروس عبر الإنترنت.
- 5 لتشغيل التطييقات أو البرامج.





For Businesses and Organizations:

- They use networks every day to share information through:
 - 1 Closed networks to share private information.
 - 2 Open networks to share public information.
 - 💦 تُستخدم الشركات والمؤسسات أيضًا الشبكات يوميًّا لمشاركة المعلومات، من خلال:
 - 🕕 شبكات مغلقة لمشاركة المعلومات الخاصة. 🛽 شبكات مفتوحة لمشاركة المعلومات العامة.

Internet of Things

- >>> Household items can be part of a network; this is called "Internet of Things" (IoT).
- The lot consists of devices linked to the internet via Wi-Fi.
- These devices can be controlled, whether you're in the same room or in another city!
 - ◄ يمكن أن تكون الأدوات المنزلية جزءًا من شبكة أيضًا، وهذا ما يُسمَّى «إنترنت الأشداء».
 - يمكن التحكم في هذه الأجهزة سواء كنت في نفس الغرفة أو في مدينة أخرى.



Examples of "IoT"

- 1 Bluetooth speakers to listen to music.
- 2 A digital refrigerator
- 3 Washing machine
- >> Note: These devices can be turned on/off using specific apps.

It is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.



Bluetooth

تقنية شبكية تربط الأجهزة المحمولة اللاسلكية عبر مدى قصير؛ لتشكيل شبكة لنقل

البيانات بين الأجهزة المختلفة.

Networks and People of Determination

>>> Computer networks give people of determination independence, at home or in public places. This independence helps them save money and time. It also increases their level of self-confidence.

- ↑ تمنح شبكات الكمبيوتر الأشخاص ذوي الهمم الاستقلالية سواء في المنزل أو في الأماكن العامة.

 وتساعدهم الاستقلالية على توفير المال والوقت وزيادة مستوى ثقتهم بأنفسهم.
- >>> Hatem is visually impaired, so he does schoolwork online, using screen readers for audio feedback, and for help with reading braille.
- >>> Hatem uses computer networks daily. He listens to music on his Bluetooth speakers. His favorite website is the Egyptian Knowledge Bank because it has a lot of interesting information.
- >>> His favorite subject is archaeology. One day, he wants to be an explorer like Fred Hiebert!
- >>> Hatem also shops online. He thinks e-commerce makes life so much easier for everyone.
- >> Before doing online shopping:
 - 1 He always asks his parents before he goes online shopping.
 - 2 His parents remind him to think about digital privacy, so he's extra safe about giving out his information.
 - ◄ حاتم معاق بصريًا؛ لذلك يقوم بواجبه المدرسي عبر الإنترنت، باستخدام قارئات الشاشة؛ للحصول على ردود الفعل الصوتية، ولمساعدته على القراءة بطريقة برايل.
 - ◄ يَستخدم حاتم شبكات الكمبيوتر بشكل يومى، يستمع إلى الموسيقى على مكبرات الصوت التي تعمل بتقنية البلوتوث.
 - ✔ موقعه المفضل هو بنك المعرفة المصري؛ لأنه يمتك الكثير من المعلومات الشيقة.
 - مادته المفضلة هو علم الآثار. في يوم من الأيام، أراد أن يصبح مستكشفًا مثل فريد هيبرت!
 - ▼ حاتم يقوم أيضًا بالتسوق عبر الإنترنت. هو يعتقد أن التجارة الإلكترونية تجعل الحياة أسهل للجميع.
 - ₩ قبل التسوق عبر الإنترنت:
 - 1 حاتم يسأل والديه دائمًا قبل أن يذهب للتسوق عبر الإنترنت.
 - 2 يُذكِّره والداه بالتفكير في الخصوصية الرقمية؛ لذلك يكون حَذِرًا جدًّا في إعطاء معلوماته.



- >> Help visually impaired people to do the following:
- Writing research papers.
 - 2 Doing homework.
 - Accessing files and documents on PC.

🧨 لمساعدة ضعاف البصر في كتابة الأبحاث والواجبات المنزلية والوصول إلى الملفات والمستندات على جهاز الكمبيوتر.



>> It helps being people read and write. .

🧨 تساعد المكفوفين على القراءة والكتابة.



>> Online shopping, where people can buy and sell products.

>> التسوق عبر الإنترنت، حيث يمكن للأشخاص شراء المنتجات وبيعها.



معلومات توضيحية إضافية خارج الكتاب المدرسي

- Braille and screen readers are both assistive technologies that can help people who are blind or visually impaired access information.
- Braille is a system that uses raised dots to represent letters and numbers.

 It allows blind people to read and write by touch.
- Screen readers are software programs that convert digital text that is displayed on a computer screen into speech that is read aloud. Screen readers can also be used to control a computer with voice commands.
- >> The main difference between braille and screen readers is that, braille is read by touch, while screen readers are read by speech.
- >>> Both tools can be useful for people of determination in accessing information and doing their homework. The choice between the two may depend on personal preference and individual needs.

Exercises on Lesson



Choose the correct answer:

1	The	*******************	consists	of	devices	linked	to	the	internet	via	Wi-Fi.	
---	-----	---------------------	----------	----	---------	--------	----	-----	----------	-----	--------	--

a. CPU

b. loT

c. DSL

2 The technology that connects wireless mobile devices over a short range to form a network is called

a. Bluetooth

b. WWW

c. intranet

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3 Online buying and selling is known as

a. Word

b. e-commerce

c. PowerPoint

محافظة الفيوم -- إدارة شرق 2023

To share information, you can use open networks.

a. private

b. personal

c. public

Businesses and organizations use networks to share private

information.

b. closed

c. public

6 Bluetooth is a networking technology that connects wireless mobile devices over a range to form a network to transmit data.

a. short

a. open

b. long

c. middle

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People of determination use to help them with shopping.

a. e-commerce

b. mouse

c. file

محافظة الإسكندرية -- إدارة العجمي 2023

8 Visually impaired people can use for doing their homework.

a. Bluetooth

b. screen readers

c. Zoom

Braille method allows blind people to

a. write

b. read

c. both a and b

10 You can use applications to buy anything on the internet.

a. browser

b. braille

c. e-commerce

محافظة الدقيلية – الإدارة التعليمية 2023

Put (✓) or (✗):

1 People communicate every day using computer networks.

2 The digital washing machine is an example of the Internet of Things (IoT).

محافظة المنوفية – إدارة السادات 2023

3 Bluetooth is a network technology that works over long distances. (

(محافظة الإسكندرية – إدارة وسط 2023) (محافظة الجيزة – إدارة الشيخ زايد 2023)

People of determination can communicate and follow their lessons online.

5 You can't control home appliances connected to the internet remotely.

6 Braille makes it more difficult to read for people of determination.

محافظة الجيزة - إدارة العمرانية 2023

F Braille helps blind students read and write their homework.

8 Always ask permission from your parents before buying anything online.

9 It is difficult for household appliances to be part of a network.

10 The Internet of Things is a network technology that connects wireless mobile devices via short range.

Change from column (A) what suits it in column (B):

Column (A)	Column (B)
1 A digital refrigerator	a. is used by blind people to read.
2 Screen readers	b. is used to sell your smartphone online.
3 Braille	c. is an example of IoT.
4 E-commerce	d. are used by people of determination to write research.
1 2	3 4

Lesson

Internet Connection Problems and Solutions

- >> We have studied that Fred Hiebert uses:
 - Wera, Excel, and PowerPoint to make presentations about his discoveries.
 - § Final and series in fiscencing to share his discoveries with his colleagues.
- >> While using these programs, he may face many problems related to:
 - 1) The device he's using or its software.
 - 2 A weak or interrupted internet connection



🧨 يستخدم فريد هيبرت:

- 🛈 برامج Word- Excel-PowerPoint لإعداد عروض تقديمية حول اكتشافاته.
 - البريد الإلكتروني ومؤتمرات الفيديو ليشارك اكتشافاته مع زملائه.
- 🧨 أثناء استخدام هذه البرامج، قد يتعرُّض للعديد من المشكلات المرتبطة بــ:
 - 🕕 الجهاز المنتخدم أو برامحه.
 - 🙋 ضعف الاتصال بشبكة الانترنت أو انقطاعه.



Following a Process

- Follow this troubleshooting process to help with computer problems:
- 1 Identify the problem.

What's the issue? Is it a hardware or software problem? Have you committed an error that caused the problem?

- 2 Plan different ways you might solve the problem.
- 3 Go through your potential solutions to the problem. Try each one until you find a solution or get to your final idea without solving it.
- solution to the problem, you should ask your teacher or a member of your family for help.

٧﴾ اتبع خطوات اكتشاف المشكلات وحلها؛ للمساعدة على حل مشكلات جهاز الكمبيوتر:

- 1 حدُّد المشكلة: ما المشكلة؟ هل هي مشكلة في مُحوِّنات جهاز الكمبيوتر أم في البرمجيات؟ هل ارتكبت خطأ سبَّبَ هذه 92K 211
 - فكر في طرق مختلفة بمكنك اتباعها لحل المشكلة وخطًط لها.
- ادرس الحلول المحتملة للمشكلة، وجرَّب كلًّا منها إلى أن ينجح أحدها، أو تصل إلى فكرتك الأخيرة من دون حل المشكلة.
 - 🐠 إذا لم تتوصَّل إلى حل للمشكلة، فعليك الاستعانة بمعلمك أو بأحد أفراد أسرتك.





- Role of Information and Communication Technology (ICT) in Our Lives
- >> Following a process when troubleshooting will help you
 - 1) Find different ways to solve problems.
 - 2 If your idea didn't work for a particular problem may work for another. ♦ إن اتباع خطوات محددة عند العمل على اكتشاف المشكلات وإصلاحها، سيساعدك على التوصل إلى طرق مختلفة لحل الشكلات. وإذا لم تنجح فكرة ما توصلت إليها في حل مشكلة معينة، فقد تسهم في حل مشكلة أخرى.

Problem	Solution
1 The computer slows down when opening an app.	 Shut down and restart it. Check for software updates. Delete unwanted apps.
2 The browser is running slow.	 Check Wi-Fi signal. Make sure apps are up-to-date on your device.
No internet connection	 Use the software to troubleshoot your Wi-Fi connection. Check that the router is connected. Restart your router. Try a new ethernet cable. Contact the customer service of your ISP for help.
4 Slow to download	 Restart your computer and router. Check the internet speed.

Exercises on Lesson 6





Choose the correct answer:

- 1 Mr. Hiebert uses emails and to share his discoveries with his colleagues.
 - a. Facebook

- b. MS Word
- c. video conferences
- - a. identifying the problem
 - b. studying solutions
- c. thinking of ways to solve it

محافظة الدقيلية - الإدارة التعليمية 2023

- 3) When the browser is running slowly, you have to
 - a. delete unwanted apps
- b. check the Wi-Fi signal
- c. check your keyboard
- 4 If there is no internet connection,
 - a, check that the router is connected
 - b. delete unwanted apps
 - c. check the internet speed

محافظة الجيزة -- إدارة الشيخ زايد 2023

- 5 One of the solutions to the problem of slow loading is to
 - a. download software
- b. update software
- c. restart the computer

محافظة الإسكندرية - إدارة المنتزه أول 2023

- 6 The solution to the problem of slow downloads is to
 - a. check the internet speed
 - b. delete unwanted apps
- c. update the app

محافظة الإسكندرية -- إدارة شرق التعليمية 2023

- 7 Check for software updates when
 - g: there is no internet connection
 - b. downloading a file is very slow.
 - c. the computer slows down when opening an app

Role of Information and	Commonication	recimology (rel)	III OOI LIVOS
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- Try a new ethernet cable when
 - a. there is no internet connection
 - b. the screen freezes
 - c. the computer slows down when opening an app
- (i) You can contact the customer service of your ISP for help when
 - a. the internet connection is interrupted
 - b. the browser is running slowly
 - c. an app doesn't open

Put (✓) or (✗):

- Mr. Hiebert uses emails to share his discoveries with his colleagues.
- You should follow the troubleshooting process to solve computer problems.
- 3 Identifying the problem is the last step in solving computer problems.
- 4 PowerPoint is a Microsoft program used for making presentations.
- You can use software to check your internet connection.
- If your home internet is not working, you can close some programs to solve the problem.
- 7 We should regularly check for software updates to avoid software problems.
- If the idea you have doesn't solve a problem, it may contribute to solving another problem.
- Restarting the router is one of the ways to solve the slow download problem.
- One of the solutions to the problem of a slow computer when opening an app, is to delete the app.

Arrange the following steps:

- b (......) Go through your potential solutions.
- d (.....) Which solution worked?
- e (......) Identify the problem.

Choose from column (A) what suits it in column (B)

Column (A)	Column (B)
Problem	Solution
1) No internet connection	a. Delete unwanted apps.
The browser running slow	b. Restart your router.
The computer slows down when opening an app	c. Check the Wi-Fi signal.





Digital File Management

Information is Everywhere

>> Where can we find information?



A code helps us access the information easily and quickly by scanning the code with a camera phone.

ا المعادد المن الاستجابة السريعة في الوصول إلى المعلومات بسهولة وبسرعة عن طريق مسح الرمز باستخدام هاتف مزود



How do we save and store information



- later use.
- Using flash memory: to store and share information and data.
 - 1 يستخدم لحفظ الصور والمستندات على الكمبيوتر لاستخدامها لاحقًا.
 - 🙆 تستخدم لتخزين ومشاركة المعلومات والبيانات.





How to get organized using ICT tools

1 Create the main folder

- 1 Press the right button of the mouse.
- Select New, then select Folder.
- Type a name for the folder (School Work).

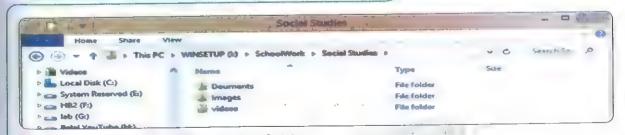


2 Add sub-folders



- 1 Open the main folder.
- Press the right button of the mouse.
- 3 Select New, then select Folder.
- 4 Type a name for the folder (Social Studies).

3 Type a name of each folder



- 1 Press the right button on the folder.
- 2 Select "Rename".
- 3 Type the new name, then press Enter.



- 1 Place documents, images, and videos in the correct folder.
- 2 It is preferable to give each folder an appropriate title.
- 3 You can give a title to a folder by pressing right-click and select "Rename".

The following figures show organized and disorganized file systems.

Organized Files







Disorganized Files



Test Yourself

Complete the following:

- 1 You should give To each file or folder
- 2 We can find information in and
- 3 You can add inside main folder
- 4 is used to convert printed images and documents to digital ones.
- 5 To create new folder , we select From shortcut menu.
- Help to access information quickly by scanning a code.
- contain printed books, while contain digital books.

Exercises on Lesson 6



Choose the	correct answer:	
A		

- 1 A helps us access information by scanning it with a phone camera.
 - a. QR code b. printer
- c. router

معادماه الحارة اداره الشيع رايد (١١) د

- 2 To store and share information, we use the
 - a. scanner
- b. printer

- c. flash memory
- 3 A is used to save images on a computer to use later.
 - a scanner
- b. printer

- c. router
- folders help us manage files using ICT tools.
- a. Creating
- b. Deleting
- c. Copying
- 5 The first step that helps you organize data on your computer is to
 - a, add a sub-folder b, name the folders
 - c. create the main folder
- 6 The is used to enter images and files on the device.
 - a. keyboard
- b. printer

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- 7 Select "....." from the shortcut menu to create a new folder.
 - a. Paste
- b. Copy
- c. New

محافظة الإسكندرية — إدارة المنتزه أول 2023

- 8 To open a folder, select "....." from the shortcut menu.
 - a. Open

b. Folder

- c. New
- To change the title of a folder, you can use the "....." command.
 - a. New

b. Open

c. Rename

Role of Information and Communication Technology (ICT) in Our Lives
To create a main folder, press the button of the mouse,
then select New, Folder.
a. right b. left c. none of them
Put(√) or (X):
A QR code is used to get information quickly and easily.
معافظة المنوفية — إدارة السادات 2023
2 We use a scanner to save images to use later.
محافظة الجيزة - إدارة أبو النمرس 2023
We can use the digital camera to transfer and share files.
ICT tools help us manage digital files.
5 You can add a main folder inside sub-folders to manage files. ()
محافظة المنوفية – إدارة السادات 2023
6 We can give a name to a folder by right click then rename. ()
محافظة الجيزة – إدارة الشيخ زايد 2023
7 Data must be organized on the computer for easy retrieval. ()
محافظة الإسكندرية - إدارة المنتزه أول 2023
8 A printer is used to save images on the computer to use later. ()
Adding sub-folder inside the main folder is not allowed
by the operating system
10 The main folder contains sub-folders and files.
محافظة الإسكندرية –إدارة المنتزه ثانِ 2023
11 To change the title of a folder, choose the "Delete" command. ()
معافظة الفيوم – إدارة شرق 2023
An operating system does not allow you to add a subfolder
inside a main folder.
محافظة الإسكندرية – إدارة وسط 2023

Arrange the fo	llowing steps:							
a. (
Complete the missing parts using the wards brackets.								
(QR codes – scanner – computers – flash memory – camera – Libraries)								
② Ah	A helps us store and transfer data and information. A helps us get images, while a helps us save it							
on computer.	ntain printed books, while contain digital							
books.	p us access the information by scanning it with							
a phone camera.								
Choose from C	column (A) what suits it in column (B)							
Column (A)	Column (B)							
1 A digital camera	a. helps us enter and store images into a computer.							
2 A QR code	b. is used to analyze and graph information.							
3 A scanner	c. takes pictures and video during video chats.							
Excel	d. is a quick and easy way to share information.							

Google

Lesson

Information Search Strategies

>> When searching for information, you are constructing knowledge. So, it is important to do the following:

🧥 عندما تبحث عن المعلومات، فإنك في الواقع تبني معرفة؛ لذلك من المهم عمل الآتي:

Plan your searches.

أن تخطط لأبحاثك.

2 - your information. تُحلُّل المعلومات التي تعثر عليها. 3 Check the information you find critically. تتحقق من المعلومات بأسلوب ناقد.



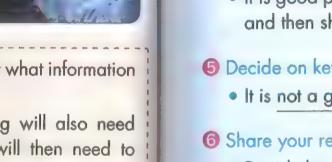


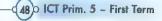
- >>> The internet is very big and you must decide exactly what information you want.
- >> A lot of the information you find when searching will also need evaluating, selecting, and organizing. So, you will then need to process and organize the information before completing your work.
 - ✔ تحوى شبكة الإنترنت كمًّا هائلًا من الملومات، وعليك أن تحدد بدقة المعلومات التي تسعى إلى التوصل إليها.
 - ▼ تحتاج العديد من المعلومات التي تعثر عليها أثناء بحثك إلى الخضوع لعمليات: تقييم، وانتقاء، وتنظيم، ما يعنى أنك ستحتاج إلى معالجة المعلومات وتنظيمها قبل إكمال عملك.



How do you search for information online

- 1 It is important to work collaboratively with classmates when searching for information. Here are some suggested steps:
- 1 Decide on a topic.
- 2 Break the topic down into smaller sub-topics,
- 3 Share the knowledge with your classmates.
 - What do you know about already?
 - What do you not know?
- 4 Decide who is going to search for which information.
 - It is good practice for two people to search for the same information and then share and contrast their results.
- 5 Decide on keywords for searches about the sub-topics.
 - It is not a good idea to use full sentences when searching.
- 6 Share your results.
 - Decide how to select and organize the information, and then how to organize it for presentation.
 - ✔ من المهم أن تتعاون مع زملائك في الفصل أثناء البحث عن المعلومات. فيما يلي بعض الخطوات المقترحة:
 - 🕕 اختر موضوع بحثك.
 - 🛭 قسِّم الموضوع إلى موضوعات فرعية أصغر.
 - 📵 شارك معلوماتك مع زملائك في الفصل (ماذا تعرف حتى الآن؟ وما المعلومات التي تنقصك؟).
 - 4 عين لكل زميل معلومات بيحث عنها، من الحيد أن يبحث زميلان عن المعلومات نفسها، ثم يتشاركان نتائجهما وبياناتهما.
 - حدًّد كلمات مفتاحية Keywords للبحث عن الموضوعات الفرعية؛ إذ لا يُنصح باستخدام جُمَل كاملة أثناء البحث.
 - 6 شارك نتائجك، وحدُّد كيفية انتقاء الملومات وتنظيمها، ثم كيفية تنسيقها من أجل إعداد عرض تقديمي.





Remember

When searching online,

- 1 Use the same strategies as above.
- 2 Try using different keywords with similar meanings (synonyms of the words).



1 عند البحث عبر الإنترنت، استخدم نفس الإستراتيجيات المذكورة أعلاه.

🙋 حاول استخدام كلمات مفتاحية Keywords مختلفة ذات معان متشابهة (مرادفات الكلمات).



معنومات توضيحية إضافية خارج الكتاب المدرسى

- Search engines are better at understanding keywords than full sentences.
- It is not a good idea to use full sentences because search engines understand keywords better than natural language.
- Keywords are short, specific words or phrases that are related to your topic. Using keywords helps search engines find relevant results.
- Also using different keywords with similar meanings can help you find more relevant results. This is because different sources may use different words to describe the same topic. By using a variety of keywords, you increase the chances of finding information that is relevant to your search.

Test Yourself

Complete the following:

- It is not recommended to use when searching
- It is recommended to use keywords with meanings when searching



Choose the correct answer: The contains a huge amount of information. b. internet a. data محافظة الجبزة – إدارة العمرانية 2023 2 The internet is very big, to narrow down your search terms, you would usekeywords. a. specific b. general c. both of them 3 When searching for information, you must first a. decide on a topic b. analyze the results c. organize the work محافظة الإسكندرية - إدارة المنتزه أول 2023 🐠 It is not a good idea to use when searching about sub-topics. a. full sentences b. keywords c. different words with similar meanings 5 When searching online, specify to search for sub-topics rather than using large sentences or whole sentences. a. keywords b. internet c. data محافظه الجارد الروالسيع به ١٤١٤٠ 6 Before showing your results on graphs, you should them. a. share b. analyze c. delete 7 When we are searching, we break the topic down into sub-topics. a. smaller b. bigger c. wide محافظة الجمير الرزقالة السير (11): 8 When searching online, try to use different keywords with meanings. a. different b. similar c. both of them

Exercises on Lesson

	ching we should break	the topic down into smaller
	ching, we should block	me topic down thio single
a. results	b. keywords	c. sub-topics
10 The first step when	searching for information	n is to
a. share your resul	b. decide on keyw	vords c. decide on a topic
Put (✓) or (X):		
	searching for information	n is to share
your results.=	,	()
When searching to your searches first.	r information, it is import	ant to plan
	coloct and organize the	:-f
you find.	select, and organize the	Information ()
-	imited amount of informa	tion.
	down into smaller sub-top	, ,
when you search fo		()
Using full sentences	is a good idea when sec	arching for any topic.
		()
Using synonyms for	keywords can help you	get relevant results.
A 11 5 .11		
Arrange the folio	wing steps to cond	uct an online search:
a. () Sh	are your results.	
b. () De	cide on a topic.	
c. () De	cide on keywords.	
· d. () Bre	eak the topic down into sr	maller sub-topics.

esson 8

Sharing Information

- We can share information online through:
- The internet
- 2 The intranet

Intrans

- The intranet is used to share information in a closed network.
- 2 It is more secure.



تستخدم لشاركة المعلومات عبر شبكة مغلقة، وهي أكثر أمانًا.

Internel

- The internet is used to share information over the web (an open network).
- 2 It is less secure.

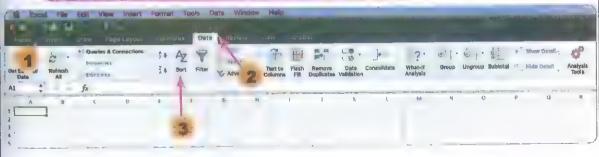


تستخدم لمشاركة المعلومات عبر شبكة مفتوحة، وهي أقل أمانًا.



Using Microsoft Excel

1) Sorting information in an alphabetical order



Go to the toolbar and click on Data. Then click on Sort.

₩ انهب إلى شريط الأدوات (Toolbar)، وانقر على علامة التبويب «بيانات» (Data)، ثم على «فرز» (Sort).

Example

- >> You want to add the data from columns A, B, and C, row 4.
- >> You would type the following in the cell that will create the formula:



BUN	X V ft	-[A4+84+O4]			
4	Α	В	-C	D	Е
1				1	
2					
3				=(A4+B4+C4)	
4	2	- 6		8	
5				Ī i	
6		1 ;	-		

√ نفترض أنك تريد جمع القيم الواردة في الأعمدة A,B,C من الصف 4، في هذه الحالة ستكتب ما بني في الخلية التي ستنشئ لك المادلة A4 + B4 + C4

- 1 Click on the cell you want to set a formula.

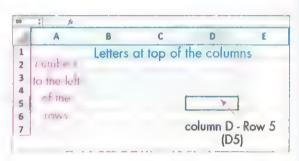
Setting formulas in cells

2 Type "=" in this cell. This tells Excel you are creating a formula.

>> You can set formula to add (+), subtract (-), multiply (x), or divide (/):

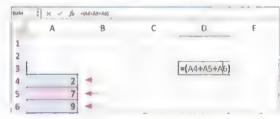
- 3 Decide which cells are in your formula, reference the letters and numbers of each cell.
 - ▼ انقر على الخلية التي تود إنشاء معادلة فيها، ثم اكتب علامة "=" في الخلية، هذا يخبر برنامج إكسل بأنك ستنشئ معادلة.
 - ₹ حدُّد الخلايا التي تود إدراجها في المعادلة، وقم بالإشارة إلى الأحرف والأرقام الخاصة بكل خلية.

Home				ulas Chie Birth	
Peste	· C COMP			A-1 (E. S. S.	
SUM	\$ × v	fa 🖣			and the second s
A	Α		8	С	D
1					
2					
3					=
4					



Example 2

- Management Add numbers from the same column (A), but different rows (4 6).
- The formula will be: = A4 + A5 + A6



■ A4 + A5 + A6 العمود نفسه (A) لكن من صفوف مختلفة (6-4)، ستكون المعادلة A4 + A5 + A6 = A4 + A5 + A6

- In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the rows.
 - في Excel، يتم تسمية الخلية باستخدام مريج مُكون من حرف ورقم.
 - الأحرف في أعلى الأعمدة، والأرقام على الجانب الأيسر من الصفوف.

Test Yourself

Complete the following:

- used to share information in a closed network, and it is more secure.
- program is used for creating tables and setting up formulas.
- To make a formula in excel, we type in the cell.
- The operator is used in excel to perform division

Choose the correct answer:

- 1 The internet is a/an network.
 - a. open

b. closed

c. both

(معرفطة اليدرة = أيارة أيارهه الأراد) (معافظة الاسكندرية الدارة المتره أول 2023)

- 2 The is used to share the information in a private network.
 - a. WAN

b. internet

- c. intranet
- The more secure sharing in a closed network is called
 - a. intranet

b. internet

c. none of them

محافظة الإسكندرية - إدارة شرق التعليمية 2023

- A network used to share information and that is less secure is called
 - a. email

b. internet

c. intranet

محافظه المبدقية ادارة المبدات 2023

- Sharing information via the internet is considered than the intranet.
 - a. unreliable
- b. less secure
- c. more secure

محافظة الإسكيدرية إدارة المنتزة أول 2023

- 6is used to perform simple formulas.
 - a. Excel

b. Zoom

c. Word

(محافظة الإسكندرية إدارة المبترة أول 2023) (محافظة الدقيلية الإدارة التعليمية 2023)

- 7. To create a formula in Excel, type the sign in the cell.

(محافيلة الإسكيدرية ادارة شرق العليمية 2023) (محافظة الفيوم ادارة شرق 2023) (محافظة الإسكندرية

- اداره وسط 2023)

- When arranging information alphabetically in Excel, go to the
 - a. copying

b. toolbar

c. cells

محافظة الإسكندرية -إدارة المنازه أول 2023

- 9 To perform division in Excel, use thesign.
- 10 The top of columns in Excel are
- a. numbers

b. letters

c. both of them

حافظة الإسكندرية - أورد سرقي التعليبية أورا

- The left side of the rows in Excel are
 - a. numbers

b. letters

- 12 To arrange information alphabetically in Excel, go to the toolbar, and click on Data, then click on
 - a. Layout

b. Format

- c. Sort
- 13 If you want to sum the values in columns A, B, and C from row 4, the formula is
 - a. C4 + B4 + A4
- b. C4 B4 A4
- c. A4 + B4 + C5
- 14 You want to subtract the values in columns E, C, and A from row 6, then you write the formula

 - a. = E6 C6 A6 b. = E9 C6 A9
- $c_{1} = E9 C9 A9$

Put (\checkmark) or (x):

- 1 You can share information using an intranet or the Internet.
- The internet is more secure and private than the intranet.
- 3 The intranet is used to share the information in an open network.
- 4 You can add or subtract any numeric data using Microsoft Excel.
- The data in cells cannot be arranged alphabetically.
- 6 To create a formula in Excel, we use a "=" sign.
- 7 The row title has a number.

محافظة الفيوم - إداره شرق 2023

8 To create a simple formula, we select the cell and then type a "÷" sign.

-o Role of Information and Communication Technology (ICT) in Our Lives

9	In MS Excel,	the rows	are	labeled	with	numbers,	while	the	columns	are
	labeled with	letters.							(

10 The cell in the Excel program can contain only numbers.

محافظة القاهرة – إدارة النزهة 2023

We can arrange the information alphabetically in Excel using the Sort property.

Complete the missing parts using the words between the brackets:

(addition - subtraction - division - letters - numbers - Sort)

- 1 The information can be arranged alphabetically by the...... property.
- 2 We use the formula ÷ for the process.
- We use the formula + for the _____ process.
- The rows are labeled with, while the columns are labeled with

Choose from column (A) what suits it in column (B):

Column (A)	Column (B)		
1 The internet	a. can help in arranging the information alphabetically.		
2 The intranet	b. is used to subtract two or more cells in Excel.		
3 Sort	c. is used to share information in an open network.		
4 +	d. is used to start any formula using Excel.		
5 -	e. is used to share information in a close network.		
6 =	f. is used to add two or more cells in Excel.		
1	2 3		
4	5 6		

Summary

Role of ICT in Our Lives

Lesson 1

- >>> Fred Hiebert is an archaeologist and explorer at National Geographic.
- >>> He uses MS Word to write reports, Excel to prepare and show graphs, and PowerPoint to present the results of his researches.
- >>> Fred Hiebert communicates formally using:
 - 1 Printed letters 2 Emails 3 Handing over documents in-person
- Mentoring is advising or training someone on a subject you have a lot of experience in.
- Mentoring is a way to share knowledge, skills, and experiences with others.
- >> Types of Meetings:
 - 1) Face-to-face meetings: are the preferred way of communication for Mr.
 - Virtual meetings: To hold virtual meetings, we use platforms like Zoom and WhatsApp.
-) If people are in different countries, we hold virtual meetings.
- >> Virtual meetings may be difficult due to the time difference between countries.
- Mr. Hiebert recommends following up virtual meetings and phone calls with official notes, sent as an email or Word document, this ensures everyone has the same information and a copy to keep.

Lesson 2

- >>> Flash Memory: It transfers files and data between computers.
- >> External Hard Drive: Like HDD, but much faster.
- >> Ethernet Cable: It connects a computer or laptop to a router.
- Ethernet Port: It connects an ethernet cable. Ethernet is more stable and faster than Wi-Fi.
- Router: Is a device that connects a computer to the internet via ethernet or Wi-Fi.

· SUMMARY on Theme

>> HDMI: It transmits audios and videos from/to devices.

® Bit	The smallest unit of data	0 or 1
Byte	1 Byte = 8 bits = 1 character	"Cat" = 3 characters = 3 Bytes
€ Kilobyte (KB)	1 KB = 1024 B	
Megabyte (MB)	1 MB = 1024 KB	
Gigabyte (GB)	1 GB = 1024 MB	
Terabyte (TB)	1 TB = 1024 GB	

- Megabits per second (Mbps): Measures the speed of a network or the internet connection.
- The faster the speed, the better the internet connection.
- SigaHertz (GHz): Measures the number of cycles your CPU carries out per second.
- >>> The higher the number of cycles, the faster the speed.

Problem	Reason	Solution
Trouble processing large files. (Like a large PowerPoint presentation)	 Not enough graphics storage 	Shut down some programs.
2 Not able to store files	 Not enough space 	Move old files to an external drive.
3 A poor video- conference connection	Slow wireless internet connection	Try an ethernet connection.
4 The home internet connection is not working.	Connection interrupted	 Use the ethernet or contact an (ISP). (Internet Service Provider)

Lesson 3

- Networks: They are groups of people or things that are connected to each other for a common purpose.
- Local Area Network (LAN): It consists of a computer connected to another computer or device, such as a printer or router.
- >> Internet: It connects millions of computers from all around the world.
- •To connect a computer to the internet, we need a gateway, such as a router.
- » Router: It connects your computer to an ISP to provide internet access.
- >> The ISP: Is a company that provides the internet service to the customers.
- world Wide Web (WWW): Is a part of the internet network, and is made up of web pages and sites that people can navigate.
- Intranet: It is private, and restricted to only those who are part of the business, school, or organization.
-)) Open Network: It is open and accessible to all, such as the web.
- Closed Network: It may have only computers linked by a cable to allow file sharing, such as a school's computer lab.
- >> History of Communication Technology:
 - 80s: They used phone lines to connect to the internet, this was slow but stable
 - Late 80s: DSL allows phones and the internet to be used simultaneously.
 - 90s: Emergence of the World Wide Web (WWW).
 - 2000+: Wi-Fi and Hotspots (they both allow internet access anywhere from your smartphone).

Lesson 4

- >>> We use closed networks to share private information.
- >>> We use open networks to share public information.
- Internet of Things (IoT): Consists of devices linked to the internet via Wi-Fi.
- Bluetooth: Is a networking technology that connects wireless mobile devices over a short range to form a network to transmit data between different devices.

- >> You should ask your parents before going shopping online.
- >>> Screen Readers: Help visually impaired people write research papers, do homework, and access files and documents on PCs.
- >>> Braille Method: Helps blind people read and write.
- >>> E-commerce: Is online shopping, where people can buy and sell products.

Lesson 5

- >>> Follow this troubleshooting process to help with computer problems:
 - 1 Identify the problem.
 - 2 Plan different ways you might solve the problem with
 - 3 Go through your potential solutions.
 - 4 If you do not find a solution, you should ask your teacher or a member of your family for help.



Problem	Solution
The computer slows down when opening an app.	Shut down and restart it.Check for software updates.Delete unwanted apps.
2 The browser is running slow.	Check Wi-Fi signal.Make sure apps are up to date on your device.
3 No internet connection	 Use the software to troubleshoot your Wi-Fi connection. Check that the router is connected. Restart your router. Try a new ethernet cable. Contact the customer service of your ISP for help.
4 Slow to download	Restart your computer and router.Check the internet speed.

Lesson 6

- There are many ways to find information, such as QR codes, libraries, the internet, and TV.
- >>> QR codes help us access the information easily and quickly by scanning the code with a camera phone.
- Scanner: Saves images and documents on a computer for later use.
- >> Flash Memory: Stores and shares information and data.
- >> How to get organized using ICT tools?
 - Create the main folder:
 - Press the right click >>> New >>> Folder
 - Then, type a name for the folder.
 - 2 Add sub-folders:
 - Open the main folder > press right click > select New > then select Folder.
 - Type a name for the folder.
- >> You can give a title to a folder by pressing right click then "Rename".

Lesson 7

- >> When searching for information:
 - 1 Plan your searches.
 - 2 Analyze the information you find.
 - 3 Check the information you find critically.
- >> How do you search for information online?
 - 1 Decide on a topic.
 - 2 Break the topic down into smaller subtopics.
 - 3 Share the knowledge with your classmates.
 - 4 Decide who is going to search for which information.
 - It is good practice for two people to search for the same information and then share and contrast their results.



o summary on Theme

- 6 Decide on keywords for searches about the subtopics.
 - It is not a good idea to use full sentences when searching.
- 6 Share your results.
- >> Note: Try using different keywords with similar meanings (synonyms of the words).

Lesson 8

- >> Intranet: It is used to share information in a closed network, and it's more secure.
- >> Internet: It is used to share information over the web in an open network, so, it's less secure.
 - 1 Sorting information in Excel:
 - Go to the Toolbar and click on Data, then click on Sort.
 - Setting formulas in cells:
 - Type (=) in this cell. This tells Excel you are creating a formula.
 - You can set formula to add (+), subtract (-), multiply (x), or divide (/).
- >>> In Excel, a cell is named using a combination of a letter and a number.
- The letters are at the top of the columns and the numbers are on the left side of the row.



P Role of ICT in Our Lives



Choose the cor	rect answer	
Fred Hiebert is an .		
a. biologist		c. archaeologist
2 The	consists of devices li	inked to the internet via Wi-Fi.
a. CPU		c. DSL
The solution to fix o	slow download is	to
	speed b. delete app	
		use instead of whole
sentences.		
a. keywords	b. emojis	c. phrases
The internet is a/a	n net	work.
a. open	b. closed	
Put (✓) ở (X):		
1 The internet is a ne	etwork that connects	computers and people globally.
The ethernet port is	more stable and offe	ers faster speeds than Wi-Fi. (
		number of cycles executed by th
CPU.		
	a folder by pressing	a a right click on it, then clickin

A LAN is a network that connects computers from all over the world.

"Rename".



Choose from Choose from What suits it in column (B):

Column (A)	Column (B)
1 Hotspot	a. is a reliable source available for free to all Egyptians.
2 EKB	b. has a slow connection that won't allow you to use the phone.
3 ISP	c. is a company that provides Internet service to customers.
A Dial-up	d. is a network used to share information and is more secure.
15 Intranet	e. allows you to access the Internet anywhere from your mobile.

Model Exam	1
7(2)	

Choose the correct answer:

1	A is the	smallest unit of data th	at a computer can store.
	a. bit	b. byte	c. gigabyte
20	You can create a new	w folder by selecting	"" from the
	shortcut menu.		
	a. Open	b. Copy	c. New
. 3 j	To connect your compo	uter to the internet, you	need a gateway, such as
	a/an		
	a. ethernet cable	b. router	c. LAN
4	When we are searching	ig, we break the topic	intosubtopics.
	a. smaller	b bigger	c. wider

If you want to sum the values in columns A, B, and C from row 4, the
formula will be
a. Creating folders helps us to manage files using ICT tools. a. Creating b. Deleting c. Copying
The first step in solving a problem is
Put (✓) or (X):
Face-to-face meetings are always available. 1 It is important to regularly check for software updates to avoid problems. ()
A school's computer lab could have its own closed network. Bluetooth is a long-range wireless technology. The internet is more secure and private than the intranet. Both hard disk and flash memory are used for the same purpose. To connect a computer to the internet, you should use a gateway. It is important to ask permission from your parents before buying online.
Choose the correct answer:
Mr. Hiebert conducts using platforms, like Zoom and WhatsApp. a. virtual meetings b. face-to-face meetings c. TV programs "WWW" is a part of the internet that allows users to navigate through
a. LAN b. closed networks c. web pages

3	The	consists	of	household	devices	that	are	connected	to
	Wi-Fi.								

- a. Bluetooth
- **b.** internet
- c. Internet of Things
- 4) The columns in Excel are labeled with their
 - a. numbers
- b. letters

- c. both of the previous
- People of determination use to help them with shopping.
 - a. e-commerce
- **b.** glasses
- c. Zoom

Put (/) or (x):

- QR codes can be scanned with a mobile to get information quickly and easily.
- Restarting the router is one of the ways to solve the slow download problem.
- A byte is the smallest unit of data.
- Full sentences can be too broad and can give irrelevant results. (
- We use Zoom and WhatsApp to make face-to-face meetings. (

Complete the missing parts using the words between the brackets:

(Networks - intranet - DSL - loT - Bluetooth)

- is a networking technology that connects mobile devices over a short range.
- The is a private and more secure network.
- in things connected to each other.
- allows the phone and the internet to be used simultaneously.
- connects household devices to the internet via Wi-Fi.



Choose	the	correct	answer
--------	-----	---------	--------

- 1,024 kilobytes are equal to 1
- a. gigabyte
- b. megabyte
- c. terabyte
- 2 _____ is a networking technology that connects wireless mobile devices.
 - a. Bluetooth
- b. Ethernet cable
- c. WAN
- 3) A is used to enter images and files into a computer.
 - a. scanner
- b. printer

- c. router
- 4 To arrange information alphabetically in Excel, go to the Toolbar, "Data" tab, then click on "......"
 - a. Layout

b. Format

- c. Sort
- Businesses and organizations use networks to share sensitive information.
 - a. open

b. closed

c. public

Put (✓) or (X):

- Mentoring is a powerful way to share your knowledge and skills with others.
- 2) The internet is a public network, while an intranet is a private network.
- To solve the problem of the home internet not working, you can try closing some programs.
- 4 Using full sentences is a good idea when searching for any topic.
- 5 A main folder is added inside sub folders to manage files.



Choose from column (A) what suits it in column (B):

Column (A)	Column (B)				
1 Excel	a. contains a huge amount of information.				
2 Gateway	b. is used to arrange information alphabetically in Excel.				
3 Sort	c. is used to divide the values of two cells in Excel.				
4 /	d. is essential for connecting your computer to the Internet.				
The internet	e. is a software program that is used to perform simple formulas.				

Model	Exam	
	5	

Choose the correct answer:

1	Scientists	use	B+0970304440000000000000000000000000000000	program	to	present	the	results	of	their
	research.									

- a. MS Word
- b. MS Excel
- c. MS PowerPoint
- The router is a device that works as a/an
- a. gateway for internet b. antivirus c. browser
- The first step of problem solving is
 - a. the internet
- b, the router
- c. defining the problem
- 4 The first step when searching for information is to
 - a. share your results
- b. analyze the result c. identify the topic
- measures the number of cycles your CPU carries out per second.
 - a. GigaHertz
- b. Mbps

c. Byte

Deat	1./	OF	(X):
LMI	(A)	VI.	11.

- 1 ICT tools help us manage digital files.
- 2 The speed of a network is measured in gigahertz.
- Braille method helps blind students read and write their homework.
- Rows in Excel are labeled with letters.
- 5) To create a formula in Excel, type "=" in the cell.
- Complete the missing parts using the words between the brackets:

(HDMI - Mbps - router - e-commerce - flash memory)

- 1 To store and share information, we use the
- 2 Online shopping is known as
- 3 is a digital cable that can be used to connect audio and video devices.
- Network or the internet speed is measured by
- 5 A _____ is a device that connects your computer to an ISP.



Theme

Digital Sofety and Security Precontions



Theme Lessons:

Explorer in Action Lesson

Protecting Ourselves and Our Information Lesson ()

Password Security Lesson (3

Lesson (Z How to Deal With Fake Websites

Lesson (5) Intellectual Property Rights

Lesson (6) **Using Digital Sources**

Advanced Searches Lesson (

Lesson (8 **Documenting Information Appropriately**

Scope and Sequence

Theme

Digital Safety and Security Precautions

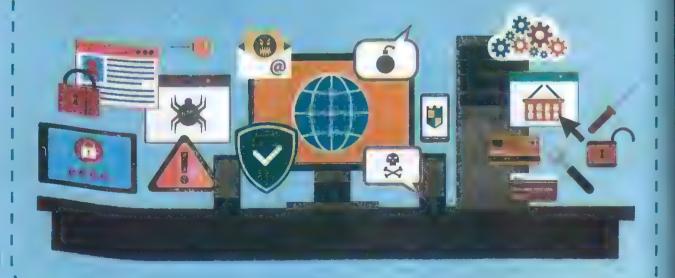
Essential Question: How do we keep ourselves and our data safe and secure when using ICT tools?

	Tag I			0
	Annua Santa Santa	Life Skills	Values	Issues and Challenges
LESSON 1	 Copyright in relation to photographs Importance of backing up photograph files 	Learning to do: Decision-making	Academic values: Appreciation of technology	Globalization issues: Technological awareness
Protecting Ourselves and Our	 Protecting personal information and data Backing up data 	Learning to do: Communication	Personal values: Independence	Citizenship issues: Legal awareness
LESSON 3 Password Security	The importance of password protection Using multi-factor authentication	Learning to know: Critical thinking	Work values: Proficiency	Globalization issues: Technological awareness
LESSON 4 How to Deal With Fake Websites	 Identifying who can help with problems with websites 	Learning to know: Critical thinking	Work values: Proficiency	Citizenship issues: Legal awareness
LESSON 5 Intellectual Property Rights	What copyright means When to attribute a creator's work	Learning to do: Communication, self-management Learning to live together: Empathy	Work values: Respect	Citizenship issues: Legal awareness Globalization issues Digital citizenship
LESSON 6 Using Digital Sources	Identifying reliable websites to use as research sources Using multiple sources	Learning to do: Decision-making	Work values: Transparency and integrity	Globalization issues Technological awareness
LESSON 7 Advanced Searches	Specific and accurate online search terms Search engines and advanced searching tools	Learning to do: Productivity	Scientific values: Curiosity Work values: Proficiency, perseverance	Globalization issues Civilizational communication
LESSON 8 Documenting Information Appropriately	 Paraphrasing online content How to quote online content How to cite online sources 	Learning to do: Decision-making, productivity	Work values: Proficiency	Citizenship issues: Legal awareness



As you get older, you may use the Internet more and more, to conduct research, send and receive messages, access social media sites, and watch videos. The Internet is a great place to learn and hang out with friends, as long as you do these things safely.

In this theme, you will learn how to stay safe online. You will learn how to protect yourself, your personal information, and your data. You will also learn how to conduct online research using reliable sources, follow online rules and laws, and respect other people's creative work



Lesson

Explorer in Action

Jeff Kerby

- >> Jeff Kerby is an ecologist and a
- He has worked on exciting photography expeditions in Alice, North America, and the
- >>> He mainly photographs landscapes and animals.
 - اً شارك في بعثات تصوير فوتوغرافي مشوقة في إفريقيا وأمريكا الشمالية والقطب الشمالي. وأكثر ما يصوره جيف كيربي هي المناظر الطبيعية والحيوانات.



Photography Expeditions They are trips to places where one takes photographs of the area.

بعثات التصوير الفوتوغرافي هي رحلات إلى أماكن يلتقط فيها الشخص صورًا للمنطقة التي يزورها.

Joff Kerby's Trip Preparations

- To prenare for a trip, Mr. Kerby considers:
 - Where he's going.
 - What he is going to do there.
 - How he will carry out his work securely.



عند استعداد جيف كيربي لإحدى الرحلات:
يُفكر جيدًا في المكان الذي سيتجه إليه، وفي الأشياء التي سيفعلها هناك، وفي كيفية تأدية عمله بأمان.

- >> To is the in the organization in the organization in the organization of the organi
 - Camera and camera lenses @ Batteries for the camera
 - A laptop Hard drives A drone (optional)
 - Phone (for quick photos and GPS navigation)

الْأُدُواتُ السَّتَحْدِمِةُ فِي رَحَلَةِ التَّصُويرِ:

أُ الكاميرا وعدساتها. أن أه بطاريات للكاميرا. • كمبيوتر محمول. • محركات أقراص صُلْبة. طائرة بدون طيار (أحيانًا). • هاتف محمول لالتقاط صور سريعة والتنقل باستخدام الـ GPS.

- Digital Safety and Security Precautions
- >> At the end of each day,
 - Mr. Kerby backs up all of the images he has taken onto two external hard drives to protect his photos from damage or theft.



 If he needs to share any photos with his colleagues immediately, he uses cell phone applications (such as WhatsApp and Telegram).

🎾 في نهاية كل يوم:

• يحرص جيف كيربي على إنشاء نسخة احتياطية على قرص صُلْب خارجي لجميع الصور التي التقطها بالكاميرا أو بالطائرة من دون طيار، وإذا احتاج إلى مشاركة أي صور مع زملائه على الفور، فإنه يستخدم تطبيقات الهاتف المحمول.

Respect Copyright!

- >> Everyone owns the copyright to the images they take, unless they sell those rights before or after taking them.
- >>> Owning photos means having copyright to or the photos.
 - المعلى الجميع حقوق النشر للصور التي يلتقطونها، إلا إذا باعوها قبل التقاط الصور أو بعد ذلك.
 - امتلاك الصور يعني امتلاك حقوق الملكية لنشر الصور أو بيعها.

Copyright Infringement

- >>> Some people use photographs that were taken by others without their permission or without purchasing the right to use the image.
 - >> انتهاك حقوق النشر: هو استخدام بعض الأشخاص صورًا التقطها آخرون من دون طلب إذنهم، أو من دون شراء حق استخدام الصور.



How to protect photos from copyright infringement



- 1 Photographers place a water on their photos.
- 2 They add copyright informat , such as their name, to the metadata of each photo.

كيف تحمي الصور من انتهاك حقوق النشر؟ _

- 1 المصورون يضعون علامة مائية على صورهم.
- ﴿ يَضِيفُونَ مَعَلُومَاتَ مَتَعَلِقَةَ بِحَقُوقَ النشرِ، مثل أَسمائهم، إلى البيانات الوصفية الخاصة بكل صورة.

Mr. Kerby ensures his work is protucted by:

- 1) He shares only with people he trusts.
- 2 He shares low-resolution photos that won't look good if printed or uploaded to a website.
- 3 He also uses reverse image searches to find out if any of his photos are being used without his permission.
 - پضمن جيف کيربي حماية أعماله من خلال:
 - 1 عدم مشاركة صوره عالية الدقة إلا مع الأشخاص الذين يثق بهم.
 - 2 مشاركة صورًا ذات دقة منخفضة، التي لن تبدو جيدة إذا طبعت أو رُفعت على موقع إلكتروني.
 - 3 أنه يستخدم أيضًا عمليات البحث عن الصور المعكوسة؛ ليعرف ما إذا كانت أي من صوره تُستخدم من دون إذنه.

Copyright Infringement and the Law

- Copyright infringement is against the law.
- Afficie of mile 1014 Motion Constitution" confirms that:

"The state protects all types of intellectual property in all fields through a specialized body that defends these rights."

Many Egyptian laws protecting the copyright have been written based on this article.

💦 انتهاك حقوق النشر والقانون المصري:

- إذ تنص المادة ٦٩ من الدستور المصري لعام ٢٠١٤ على:
- «تلتزم الدولة بحماية حقوق الملكية الفكرية بشتى أنواعها في كافة المجالات، وتنشئ جهازًا مختصًا لرعاية تلك الحقوق وحمايتها القانونية، وينظم القانون ذلك».
 - ولقد صِيغ العديد من القوانين المصرية التي تحمي حقوق النشر بناء على هذه المادة.



Exercises on Lesson 1

Choose the corre	ct answer:	
1 Jeff Kerby is a/an	***************************************	
a. engineer	b. doctor	c. ecologist
		معاومة التامرة الدة المهة 2023
2 When Jeff Kerby prep	pares for a trip, he thinks	carefully about
a. the things he will a	lo b . the places he will g	o to c. both a and b
3) To protect your photo	s, you could share them i	n
a. low resolution	b. a flash memory	c. high resolution
4 A photographer prote	ects his work by sharing i	mages with
 a. high resolution 	b. low resolution	c. a flash memory
		محافظه المنبقية الدارة المبادات 2023
5) You can share photos	quickly with your friends	s through your
a. mobile phone	b. mouse	c. earphones
	20	اول 23
6 Jeff Kerby used all the	ese tools in his expedition	, except
a. GPS	b. GPR	c. drones
		رة إدارة دمنهور 2023
7 You can navigate and	l reach different places u	
a. GPS	b. pictures	c. emails
	,	محافظة الإسكندرية - إدارة وسط 2023
8 You can use a/an		oackup copy of your files.
a. printer	b. scanner	c. external hard disk
	20	محافطة الإسكندرية - إدارة المنتزه ثان 23
	must be placed to prote	ct images from copyright
infringement.		
a. audio mark	b. deleted mark	c. watermark
	20	23. las 6-2:11 5.151

10	Photographers share their high-resolution photos with		
	a. people they know	b. people they trust	c. everyone
11	Sometimes, the photogra	pher uses his	to take quick photos.
	a. computer	b. mobile phone	c. GPS
12	If you need to share pho	tos with your friends imm	ediately, you can use
	your		
	a. cell phone applications	b. camera	c. drones
13	You can use a	search to find unaut	horized uses of your
	photos.		
		b. reverse image	
14	Using photographs that v	were taken by others with	out asking permission
	is called		
	a. backup	b. copyright infringement	•
	-1		محافظة الإسكندرية – إدارة شرق ا ع
15		, such as their nam	e to the metadata of
	each photo.	b. location information	6 camora sottinas
	a. copyright information	b. localion intermation	c. cumera semings
	Put (✓) or (×):		
	leff Kerby is an archaeol	ogist and explorer at Nat	ional Geographic.
30	John Korby to an archador	ogio, and oxpicio, ar via.	()
2	Owning photos means h	aving copyright to publish	or sell the photos.
	9 2000		(, ,)
3.	Drones help us navigate	places.	()
45	•	· to an external hard drive	. ()
5	, ,	ohs without asking permiss	
	. copie can oco priorogiaj		
6	Pictures can be quickly s	hared with colleagues usin	na mobile phones.
***	. Island San Do quiday of	ou min delivery	()
		20	' محافظة القاهرة — ادارة الندمة 173

-	Digital Safety and Security Precautions					
1	7 Jeff Kerby protects his work by sharing high-resolution photos. (
	محافظة الإسكندرية – إدارة العجمي 2023					
	Photographers don't have the legal right to publish or sell their photos.					
	We can take quick photos using our mobile phones.					
İ	محافظة الفيوم – إدارة شرق 2023					
	You can protect your work by putting a watermark on it.					
	11 Photography expeditions are trips to places where people take photos of					
	an area.					
	12 It is difficult to back up your photos with your external hard disk drive.					
	()					
	محافظة الإسكندرية إدارة المنتزه أول 2023					
7	Many Egyptian laws protect the copyrights of people.					
1	Many Egyphan laws protect me depythen a protect me					
1						
-	Complete the missing parts using the words between					
	Complete the missing parts using the words between the brackets:					
	Complete the missing parts using the words between the brackets: (high-resolution photos – Low-resolution photos –					
	Complete the missing parts using the words between the brackets: (high-resolution photos – Low-resolution photos – Copyright infringement – watermark)					
	Complete the missing parts using the words between the brackets: (high-resolution photos – Low-resolution photos – Copyright infringement – watermark) is using photographs that were taken by others without					
	Complete the missing parts using the words between the brackets: (high-resolution photos – Low-resolution photos – Copyright infringement – watermark) is using photographs that were taken by others without asking permission.					
	Complete the missing parts using the words between the brackets: (high-resolution photos – Low-resolution photos – Copyright infringement – watermark) is using photographs that were taken by others without asking permission. Photographers can place a					
	Complete the missing parts using the words between the brackets: (high-resolution photos - Low-resolution photos - Copyright infringement - watermark) is using photographs that were taken by others without asking permission. Photographers can place a					
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The state of the s	Complete the missing parts using the words between the brackets: (high-resolution photos – Low-resolution photos – Copyright infringement – watermark) is using photographs that were taken by others without asking permission. Photographers can place a					
	Complete the missing parts using the words between the brackets: (high-resolution photos - Low-resolution photos - Copyright infringement - watermark) is using photographs that were taken by others without asking permission. Photographers can place a on their photos. won't look good if printed or uploaded to a website. Jeff Kerby shares his only with people he trusts. Correct the underlined words: A laptop is used to take quick photos.					
	Complete the missing parts using the words between the brackets: (high-resolution photos – Low-resolution photos – Copyright infringement – watermark) is using photographs that were taken by others without asking permission. Photographers can place a on their photos. won't look good if printed or uploaded to a website. Jeff Kerby shares his only with people he trusts. Correct the underlined words: Jeff Kerby is an archaeologist and a photographer. () A laptop is used to take quick photos. You can back up a large file on an external phone. ()					

Lesson 🤈

Protecting Ourselves and Our Information

Data Theft

Why is it important to protect the data on our device?

>> To protect our personal information.

Personal Information

- >>> It includes your name, address, date of birth, and passwords.
- >> It is called "Personally Identifiable Information (PII)".
 - **﴾ تشمل بياناتك الشخصية** كلًا من: اسمك وعنوانك وتاريخ ميلادك وكلمات المرور الخاصة بك.
 - ▼ وتُسمى معلومات التعريف الشخصية PII.

Hackgra cant

- Use the internet to break into a computer system and steal personal information.
- ② Use someone's email address and password to send a virus to all the email addresses in your email account.
- 3 Use an adult's bank account number to take money from that account.
 - 💦 يمكن للمخترقون عمل الآتي:
 - استخدام شبكة الإنترنت لاقتحام أنظمة الكمبيوتر وسرقة المعلومات الشخصية.
 - استخدام عنوان البريد الإلكتروني وكلمة المرور لأحد الأشخاص لإرسال فيروس إلى جميع عناوين البريد الإلكتروني الموجودة.
 - ③ استخدام رقم الحساب المصرفي لأحد البالغين لسرقة أموال من هذا الحساب الإلكتروني،





There are many ways you can keep your PII safe.

- 1 Limit the personal information you share online.
- 2 Don't sign up for a website if it asks for too much personal information.
- 3 Use different strong passwords that:
 - a. Contain letters, numbers, and special signs.
 - b. Are different for each website you sign up for.



- Because if your password is discovered, a hacker will have access to everything.
- 4 Use antivirus software on all of your devices
- 6 Update your devices regularly.
 - Because updates include changes that keep your data safe.
 - ▼ هناك العديد من الطرق التي يمكنك من خلالها الحفاظ على أمان معلوماتك الشخصية الخاصة بك، أبرزها:
 - 🕕 الحد من المعلومات الشخصية التي تشاركها عبر الإنترنت.
 - 2 عدم الاشتراك في موقع إلكتروني يطلب منك الكثير من المعلومات الشخصية.
 - استخدام كلمات مرور قوية تحتوي على حروف وأرقام وعلامات خاصة، وتكون مختلفة لكل موقع إلكتروني تتسجل فيه؛ حيث إنه إذا اكتشف المخترق كلمة المرور الخاصة بك، فسيتمكن من الوصول إلى كل شيء.
 - استخدم برامج مكافحة الفيروسات على جميع أجهزتك.
 - 🖯 أحرص على تحديث أجهزتك بانتظام؛ إذ تتضمن التحديثات تغييرات تحافظ على أمان ساناتك.

Louis Filesi

- >>> You should also know how to protect the files that you create or store on a device from:
 - Viruses
 - 2 Software problems
 - Human errors (such as dropping and breaking your laptop.)
 - پجب أن تعرف أيضًا كيفية حماية الملفات التي تنشئها أو تخزنها على الأجهزة من الفيروسات أو من المشكلات المتعلقة بالبرمجيات أو من الأخطاء البشرية، مثل سقوط جهاز الكمبيوتر المحمول أو تحطمه.

Ways to Backup Your Data

- >> There are several ways you can use to back up your data:
 - 1 Some apps and software programs back up data automatically.
 - ② You can use a data-storage device that you attach to your computer, such as:
 - a. A flash memory
 - b. An external hard drive



- >> This is called a hybrid backup; it is a safer way to back up and store files.
- >> The hard drive and the flash memory are used for the same purposes.
- >> Use them to:
 - a. Save your files.
- b. Securely back up copies of your files.
- >> The hard disk has more space than the flash memory.

من ملفاتك:	احتياطية	نسخة	إنشاء	طرق	
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يوجد طرق عديدة يمكنك استخدامها لإنشاء نسخة احتياطية من ملفاتك، مثل:

- بعض التطبيقات والبرمجيات تنشئ تلقائيًا نسخًا احتياطية من الملفات.
- يمكنك استخدام جهاز لحفظ الملفات وتوصيله بجهاز الكمبيوتر الخاص بك، مثل الفلاش ميموري، أو محرك قرص صُلْب خارجي.
 وهذا ما يُسمى بالنسخ الاحتياطي المختلط، وهي طريقة أكثر أمانًا لعمل نسخة احتياطية من الملفات وتخزينها.
 - استخدم القرص الصلب وذاكرة فلاش لنفس الغرض: أ. احفظ ملفاتك. ب. نسخ احتياطي آمن لملفاتك.
 - **>> القرص الصلب به مساحة أكبر من ذاكرة الفلاش.**

Test Yourself

Complete the following:

- Personal information may include
- can break into your computer and steal your personal information.
- Strong passwords contain and and
- You can use a data-storage device, such as and and to back up your data.
- 5 The hard disk has than the flash memory.

	and the second			
- ver	CISES	-		2.7
	cises	on Le	SSON	
125				

Choose the correct		
	your name, address, date	
	on b. Public information	
The one who steals the	e personal information is a	called a
a. thief	b. photographer	c. hacker
	مية 2023	محافظة الإسكندرية – إدارة شرق التعلي
	sidered a strong passwor	
	b. ictbook895	
You can protect your f	files from viruses or loss by	y creating
a. device shutdown	b. backups	c. personal data
	(محافظة الإسكندرية – إدارة وسط 2023	
Acan try to get	the bank account of an adult	
a. hacker	b. family member	c. teacher
		محافظة الإسكندرية إدارة المنتزه أول 3
Passwords must be	for each web	
a. similar	b. weak	c. different
		محافظة الفيوم – إدارة شرق 2023
Backup copies of files	are created on	
a. a flash memory	b. an external hard d	isk c.both a and b
le control de la		محافظة المنوفية – إدارة السادات 2023
To keep your data saf	e, use progr	ams on all your devices.
a. social media	b. antivirus	c. browser
The hard disk has usu	ally space	
a. more	b. less	c. the same
10 your de	evice regularly to keep yo	ur data safe.
a. Upload	b. Update	c. Delete

11	The hard disk drive and the flash memory are used for purpose.
	a. different b. the same c. the opposite
12	You should protect your files from dangers, such as viruses and
	a. software problems b. human errors c. both a and b
13	If a website asks you to enter much personal information, you should
	a. ignore the warning b. avoid using this website c. proceed
	Put (✓) or (×):
1	You should limit the personal information you share online.
	معافظة الجيزة – إدارة الشيخ زايد 2023
2	Antivirus software shouldn't be installed on your computer. ()
	محافظة المنوفية — إدارة السادات 2023
3	Hard disks always have less space than flash memories. ()
	محافظة الإسكندرية – إدارة المنتزه أول 2023
4)	Hybrid backup is a safer way to back up and store files. ()
5	Hackers use the Internet to break into a computer system.
	محافظة الجيزة إدارة أبو النمرس 2023
6	Strong passwords must contain letters, numbers, and special signs.
,	
7	Files are stored using a flash memory.
-	محافظة القاهرة – إدارة النزمة 2023
93	Hackers can steal your personal information without using the Internet.
9,0	Hackers can slear your personal information without using the time their
O.	Dull I I I be and floor marries are used for the same purpose
9	Both hard disks and flash memories are used for the same purpose.
10	Hackers can send a virus to all the email addresses in your email account.
11	Websites that ask for too much personal information are safe. ()
12	There are several ways to back up data, such as flash drives and hard
	drives.

Digital Safety and Security Precautions

13	Antivirus helps you keep your private data safe.)
14	An external hard drive is used to store large files.)
	2023 Langs 1 1	
15	All software programs back up data automatically.)
16	The flash memory is better to store large files than the external h	hard
	drive.)

Complete the missing parts using the words between the brackets:

(flash memory - Antivirus - password - Personal information - hard disk)

- 1 helps you keep your private data safe.
- includes your name, address, date of birth, and passwords.
- 3 A should include letters, numbers, and special signs.
- 4 The has less space than the, but they are used for the same purpose.

Think and answer:

You want to create an account for an online quiz that tells you the job you should have when you grow up.

Which pieces of Pll do you think are OK to share?



Lesson 3

Password Security

Reasons to Protect Your Password

There are many ways that hackers can get your password. One way is called phishing.

Phishing

It is sending a message via email or social media applications that looks real but isn't.

التصيد الاحتيالي: هو إرسال رسالة (عبر البريد الإلكتروني أو تطبيقات التواصل الاجتماعي) تبدو حقيقية، ولكنها ليست كذلك.

HOTE

 Smishing is the same as phishing but is a text message instead of an email.

Types of phishing scam:

- A message that says that you have won a prize, but you have to give your bank account details to get the prize.
- A message that encourages you to act quickly.
- **>>** أنواع التصيد الاحتيالي:
- 1 رسالة تخبرك بأنك فزت بجائزة، لكن عليك أن تعطي تفاصيل رقم حسابك البنكي لتحصل عليها.
 - و نوع آخر يحثك على التصرف بسرعة.

What happens when you open an attachment of phishing?

- 1 Data-stealing software is installed on your computer.
- 2 You're asked to enter sensitive information, such as bank account details.



>> ماذا يحدث عند فتح مرفقات الرسالة الاحتيالية أو الملف المرفق بها؟ يتم تثبيت برنامج سرقة البيانات على جهاز الكمبيوتر الخاص بك، أو يطلب منك إدخال معلومات تعريف حساسة، مثل تفاصيل الحساب البنكى.



How to identify phishing messages



- 1 It includes misspelled words or grammar errors.
- 2 It asks for too much personal data.
 - ₩ يمكن التعرف على مثل هذه الرسائل، من خلال احتوائها على: أخطاء إملائية ونحوية، وطلبات للحصول على الكثير من البيانات الشخصية.

Password Managers

- 1 It creates a strong, unique password for each of your accounts.
- lt also tells you if the passwords you already have are too weak or if you've reused them.



- 1 t can even tell you if one of your passwords has been stolen online.
 - ₹ برنامج إدارة كلمات المرور:
 - 1 ينشئ لك كلمات مرور قوية وفريدة لكل حساب من حساماتك.
 - يخبرك أيضًا ما إذا كانت كلمات المرور التي لديك ضعيفة جدًّا، أو إذا كنتَ قد استخدمتها سابقًا.
 - 📵 يخبرك أيضًا إذا كانت إحدى كلمات المرور الخاصة بك قد سُرقت عبر الإنترنت.

Multi-Factor Authentication (MFA)

- your passwords.
- >> You provide at least two ways of identifying yourself, such as:
 - A password or PIN (personal identification number)
 - 2 An email or a one time code
 - المصادقة متعددة العوامل تُستخدم لتقوية كلمات المرور الخاصة بك، وهي تعني تقديم طريقتين على الأقل لتعريف نفسك، مثل:
 - 1 كلمة المرور أو رقم التعريف الشخصي.
 - 2 بريد إلكتروني أو رمز لمرة واحدة.

Example 1

To access a game website, you enter your password and receive a text message to verify your identity. This two-factor authentication helps protect your account from hackers, even if they have your password. 2FA can also be used when you log in from a new device.

Example 2

When you log into a website from a different device, you need to verify your identity by receiving a text message with a code. This code is only valid for a short period of times and to the only. It helps protect your account from hackers, even if someone knows your password.

Exercises on Lesson 3

1		Choose the correct an	swer:	
	1	looks real.	ake message via en	nail or social media tha
		a. Smishing	b. Phishing	c. Virus
	2:	Smishing is the same thing	as phishing, but it is	sent by
		a. email		c. Facebook
			202	محافظة البحر الأحمر – إدارة الغردقة 3
	3	tells you if on a. Multi-factor authenticatio		s has been stolen online.
		b. Password manager	c. Antivirus	
	40	One of the forms ofunknown person asking you		
			b. the Internet	
		,	202	محافظة الإسكندرية — إدارة المنتزه أول 3
	5	Passwords can be strengthe	ned using	**********
		a. multi-factor authentication		
	.6	A text message encourages	you to act quickly i	s a type of
		a. phishing	b. smishing	c. emails
	*	When you open a phishing your PC.	file, data-stealing sc	oftware isor
		a. updated	b. deleted	c. installed
	8,	a. Multi-factor authenticatio	_	
	9	Phishing messages can be i	dentified by contain	ning

b. spelling errors

c. both a and b

10 An example of phishing is receiving from an unknown person.			
a. a letter from your father b. a letter from one of your friends			
c. a letter informing you that you have won a prize			
محافظة الدقهلية – الإدارة التعليمية 2023			
11 You will receive a code for when you log into a game website from a different PC.			
a. a short period of time b. a long period of time c. two times			
Put (√) or (X):			
1 Phishing is one of the ways that hackers use to get your password.			
2 Phishing messages cannot be recognized.			
3 We don't need strong passwords to protect our personal data.(
محافظة الجيزة - إدارة أبو النمرس 2023			
4 Password manager provides at least two ways of identifying yourself.			
that had a made but it is not			
5 Phishing is a text message that looks real, but it isn't.			
6 Phishing messages are free from grammar errors.			
محافظة المنوفية – إدارة السادات 2023			
7 MFA is an abbreviation for multi-factor authentication.			
8 Smishing is sending a scam message via text messages instead of an email.			
محافظة الإسكندرية – إدارة المنتزه ثان 2023			
9 Data-stealing software may ask you to enter your bank account details.			
10 Antivirus can tell you if one of your passwords has been stolen online.			
11 A form of phishing is a message telling you that you have won a prize,			
but you have to give personal details.			

a. trusted information

Digital Safety and Security Precautions

12 A password manager software is used to create strong passwords.

(محافظة المنوفية — إدارة السادات 2023) (محافظة الديزة — إدارة العمرانية 2023)

(محافظة الإسكنيرية - إدارة المنتزه أول 2023)

- 13 Password manager creates a unique password for each of your accounts.
- 14 Multi-factor authentication requests one way of identifying yourself.

Complete the missing parts using the words between the brackets:

(Phishing - Smishing - Multi-factor authentication -Password manager)

- helps you to create strong passwords for your accounts.
- 2 provides at least two ways of identifying yourself.
- 3is sending a message via email to steal your data.
- is sending a message via text messages to steal your data.

Does this message encourage you to respond? And how?



How to Deal With Fake Websites

When you go online, you are entering a new environment with new people and new rules. So, be careful!

Scam Websites

They are phishing websites that present fake situations and try to get your information.

المواقع الإلكترونية الاحتيالية: هي مواقع تصيد احتيالي تتضمن مواقف مزيفة في محاولة للحصول على ب<mark>ياناتك،</mark>

Some Types of Scam Websites

Online Shopping Scams

They never send you the correct items you bought.



مواقع للتسوق عبر الإنترنت لا ترسل إليك أبدًا الأغراض التي أشتريتها بشكل صحيح.

Scareware Scams

They say your computer has a problem and you need to download something.



«مواقع» برمجيات التخويف

تتضمن تحذيرات مزيفة تشير إلى وجود مشكلة ما في الكمبيوتر الخاص بك، وأنك في حاجة لتحميل تطبيق معين.

Sweepstakes Scams

They offer you a prize that never comes.



مواقع الأحتيال عبر الجوائز في هذه الحالة تُعرض عليك حائزة لا تحصل عليها مطلقًا.



How do scam websites operate



- >> All of these phishing sites operate on the same principles.
 - They try to bait you. They want you to get excited or draw your attention to the site.
 - Next, they try to compromise your privacy by getting your personal information or by getting access to your device.
 - Finally, they exploit the information they have gained about you in a bad way or hack your device to make money for themselves.

>> كيفية عمل المواقع الاحتيالية:

- إن كل هذه المواقع الإلكترونية الاحتيالية تعمل وفقًا للمبادئ نفسها:
- أولاً، تاعاول استدراجك؛ حيث تسعى إلى إثارة حماسك أو جذب انتباهك إليها.
- بعد ذلك، تحاول اختراق خصوصيتك من خلال الحصول على معلوماتك الشخصية أو اختراق جهازك.
- وأخيرًا، تعمد هذه المواقع إلى استغلال المعلومات التي توصُّلت إليها عنك بشكل سيئ، أو محاولة اختراق جهازك للحصول على المال.

NOTE:

Each time, it will look different, but all scam websites follow these basic principles.

• ستبدو الخدعة مختلفة في كل مرة، لكنُّ كافة المواقع الإلكترونية الاحتيالية تتُّبع هذه الخطوات الأساسية.



How to avoid scam websites



- The Check that the URL (Uniform Resource Locator) of the website is credible.
- Check for misspelling or bad grammar, a reliable source will be well-written, with almost no mistakes.
- 3 Do a search online to see if it is a known scam. If something doesn't look right, it is most likely a scam website.
 - 1 تحقق من عنوان الموقع الإلكتروني (URL).
 - 🕗 تحقق من وجود أخطاء إملائية أو نحوية، فالمصدر الموثوق سيكون مكتوبًا بشكل جيد، مع عدم وجود أخطاء تقريبًا.
 - (3) إجراء بحث عبر شبكة الإنترنت لمعرفة ما إذا كان الموقع الذي تستخدمه هو موقع احتيالي معروف. بصفة عامة، إذا بدا أمر ما غير صحيح، فإن الموقع على الأرجح موقع احتيالي.

If you are a victim of a sorm website

- 1 Report it. Tell a trusted adult, like your parents or teacher.
- You can also contact the Child Helpline or The General Department for Combating Internet Crimes.
- 3 Report the scam website to the service provider, the e-commerce store, and your bank with the help of your teacher or a family member.
 - 👫 إذا وقعت ضحية لأحد المواقع الإلكترونية الاحتيالية فعليك:
 - 🚺 الإبلاغ عن الأمر. أخبر شخصًا راشدًا تثق به مثل والديك أو معلمك.
 - الاتصال بخط مساعدة الطفل أو بالإدارة العامة لمكافحة جرائم الإنترنت.
 - أن تبلغ كذلك كلًا من: مزود الخدمة، والمتجر الإلكتروني، والبنك الذي تتعامل معه بشأن هذا الموقع الاحتيالي بمساعدة معلمك أو أحد أفراد أسرتك.





Dissecting the URL



- >> All URLs are made up of three main parts:
 - 1 The protocol
 - 2 The resource name
 - 1 The file path

You should understand the different parts of a URL so you can spot something that doesn't look right.

https://www.ekb.com/index.html			
PROTOCOL	RESOURCE NAME	FILE PATH	
A URL starts with the protocol		The last part of the URL	
This determines how the information will be transferred.	It's the web server, or the site being requested and shows who owns that space.	This identifies the specific resource the link is giving you access to.	
Includes http, https.	It often ends with .com, .net, .org, .gov, or .edu.		

Test Yourself

Complete the following:

- create fake scenarios to try and obtain your personal information.
- scams offer you prizes that never come.
- you need to download something.

Exercises on Lesson 4

Choose the correct	answer:	
	~	attempt to steal your data.
a. Trusted	b. Scam	c. Reliable
		ust check the presence of
a. spelling errors	b. educational webs	sites c . reliable content
You can go to the site yo		
a. opnions		c. class
·		محافظة الجيزة – إدارة أبو النمرس 2023
are scam w	rebsites that offer you	a prize that never comes.
a. Online shopping	b. Scarewares	c. Sweepstakes
		محافظة الجيزة – إدارة الشيخ زايد 2023
websites	contain fake warning	gs that try to trick you into
downloading a program	1.	
a. Online shopping	b. Scareware	c. Sweepstakes
scam neve		
g. Sweepstakes	b. Scareware	c. Online shopping
		should contact the Child
Helpline.		
a. scam websites	b. educational webs	sites : c. government
	2	محافظة الإسكندرية – إدارة المنتزه أول 023.
The URL (Uniform Resou	rce Locator) begins w	vith the
a. protocol	b. file path	c. resource name
	افظة الإسكندرية — إدارة شرق الت	(محافظة البحيرة – إدارة دمنهور 2023) (مح
Scam websites operate	_	
a. personal information		c. URL
		محافظة الإسكندرية – إدارة وسط 2023

Digital Sa	fety and	Security	Precautions
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.0	You can check out (ver	ify) websites using	
	a. personal opinions	b. digital blogs	ç. the URL
			محافظة الإسكندرية – إدارة وسط 2023
		. 1 1.	.**

- 11 The indicates who owns this site.
 - a. protocol
- b. resource name
- c. file path

محافظة الإسكنسرية - إدارة المنتزه ثان 2023

- 12 The websites tell you that your computer has a problem, and you should download a file.
 - a. sweepstakes
- b. scareware
- c. online shopping

Put (✓) or (X):

- 1 All URLs are made up of two main parts.
- 2 All scam websites follow the same basic principles, but in different ways.
- 3 You should avoid accessing scam websites.

محافظة الإسكندرية - إدارة المنتزه أول 2023

4 The website address (URL) enables you to access the site you want.



محافظة البحر الأحمر – إدارة الفردقة 2023

- 5 Scam websites usually have misspelled words or bad grammar. (
- 6) Scareware websites offer you a prize that you never get.
- If you are scammed, you should report it and tell a trusted adult. (
- 8 The last part of the URL is the file path that identifies who owns that space.
- 9 You must check the sites you visit on the Internet.

محافظة البحيرة – إدارة دمنهور 2023

- 10 To avoid scam websites, you should check the URL of websites.
- 11 The protocol in a URL determines how the information is transferred.

Read the following scenarios, then mention what is wrong with the URL:

- 1 You want to access the Egyptian Knowledge Bank. You look at the resource name and it says https://www.ekkbb.com.
- You try to access the Bibliotheca Alexandrina website online.
 The URL looks like this: https://bibalex.org.scam.org.

Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The protocol	a. shows who owns that space.
2 The resource	b. identifies the specific resource the link is giving you
name	access to.
3 The file path	c. determines how the information will be transferred.



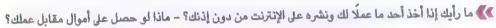
Lesson

Intellectual Property Rights

Engage

- >> What would you think if someone took your work and put it online without your permission?
- >> What if they made money off your creation?







- >> It might be tempting to take the content you see online, and copy and paste it into your school report, but be careful!
- >> Copyright law protects printed and digital content.
- >>> Copyright gives creators legal protection for the things they create.
 - قد يكون من المغري أن تأخذ محتوى تجده عبر الإنترنت وتنسخه في تقريرك المدرسي؛ ولكن انتبه ا
 - >> قانون حقوق النشر يحمي حقوق المحتوى المطبوع والرقمي على حد سواء.
 - ₩ حقوق النشر تمنح المبدعين والمؤلفين الحماية القانونية للأعمال التي ينشئونها.

Copyright

- >> The international symbol for copyright is (letter C with a circle around it).
- >> Copyright protects creators' work including:
 - 1 Books
- 2 Images 3 Music 4 Movies
- 6 Games 6 Computer software
 - Websites
- >> The copyright for a website is usually at the bettern of the home page.
 - ▼ الرمز الدولي لحقوق النشر هو الحرف ②.
 - تحمى حقوق الطبع والنشر عمل المبدعين بما في ذلك:
 - 1 الكتب 2 الصور 3 الموسيقي 4 الأفلام 5 الألعاب 6 برامج الكمبيوتر 7 المواقع الإلكترونية
 - ****** عادة ما تظهر حقوق النشر الخاصة بالمواقع الإلكترونية في أسفل الصفحة الرئيسة.

Examples of using copyrighted content:

- >> Downloading a TV episode on YouTube.
- >> Using someone else's artwork on your social media account.



أمثلة لاستخدام المحتوى غير المسموح بنشره:

- ٧٢ تنزيل حلقة تلفزيونية على موقع يوتيوب.
- استخدام عمل فني لشخص آخر على حساب وسائل التواصل الاجتماعي الخاص بك.

When you use copyrighted content:

- 1 You should respect the creator's work and use it fairly.
- 2 You should ask for permission to use it.
- 3 Attribute it or give credit to the creator.





🗹 اطلب الإذن قبل استخدام أي محتوى. 🕃 أسند الأمر إلى صاحبه.





What creative works are NOT covered by copyright

- 1 Works in the public domain
- Pacts

- 3 Discoveries 4 Official documents, such as laws
- 5 Creative works whose owner has been dead for 50 years



- ₩ ما هي الأعمال الإبداعية التي لا تغطيها حقوق النشر؟
- 2 الحقائق والوقائع.
- الأعمال التي تُصنَّف ملكية عامة.
- الوثائق الرسمية مثل القوانين.

- الأعمال الإبداعية التي مر على وفاة صاحبها 50 عامًا تصبح ملكية عامة.



- Egyptian law gives freedom to use a creator's creative work 50 years after their death.
 - يمنح القانون المصري حرية استخدام العمل الإبداعي للمبدع بعد مرور ٥٠ عامًا على وفاته.

Public Domain and Creative Commons

Are there sources on the Internet that do not fall under copyrights?

There are sources that can be used without a creator's permission:

- 1 Sources in the public domain
- 2 Sources with creative commons reuse licenses



Public Domain

- It includes all creative works that are not covered by copyright law.
 - الملكية العامة: تشمل جميع الأعمال الإبداعية التي لا يغطيها قانون حقوق النشر.

Creative commons reuse license:

- It means the owner of a creative work gives permission to reuse his work anytime and anywhere.
- If you are searching for images online, you can filter your results to show only images with this license.

رخصة المشاع الإبداعي:

- تعني أن صاحب العمل الإبداعي يعطي الإنن بإعادة استخدام عمله في أي وقت وفي أي مكان.
- إذا كنت تبحث عن صور عبر الإنترنت، يمكنك تصفية النتائج الخاصة بك لإظهار الصور فقط مع هذه التراخيص.

Written Content

During writing a research paper:

You should only use a small part of someone's writing (few words or a few sentences).



عند إعداد ورقتك البحثية: لا يجوز أن تستعين إلا بجزء صغير فقط من كتابات الشخص الذي ستنقل عنه بعض الكلمات أو الجمل.

There are two ways to use the writings of others:

- 1) Use the exact words as they are without change.
- 2 Paraphrase the ideas in your own style.
- In both cases, you must mention the names of the writers.



﴿ هناك طريقتان للاستعانة بكتابات الآخرين:

🕦 بنقل الكلمات كما هي من دون تغيير.

وفي الحالتين يجب أن تذكر أسماء الكُتَّاب.

Images

>> Images are also protected by copyright.

2 بإعادة صياغة الأفكار بأسلوبك الخاص.

- >> When you use an image, you should include:
 - The title
 - The artist's or photographer's name
 - A link to the original image
 - What kind of copyright it is protected by.
- >> If you don't want to get permission or buy images, you can make or take your own images instead.
 - >> الصور أيضًا مشمولة بحماية حقوق النشر.
 - ₩ فعندما تريد استخدام إحدى الصور اذكر عنوانها، واسم الرسام أو المصور الفوتوغرافي، ورابط النسخة الأصلية من الصورة، ونوع حقوق النشر التي تحميها.
 - ﴾﴾ وإذا كنت لا ترغب في الحصول على إذن أو شراء صور، يمكنك ابتكار صورك الخاصة أو التقاطها بدلًا من ذلك.

Test Yourself

Complete the following:

- and are not covered by copyright.
- In Egypt, you can use a creator's work without permissionyears after their death.
- - Copyright law protects and content.



13 When you use someone's artwork on your Facebook account, this is considered content. c. public domain

b. copyrighted a. creative commons mean the owner of a creative work gives permission to reuse

b. Creative commons c. Both a and b a. Public domains

15 When a creator gives a permission for their work to be used anytime and anywhere, this is called

a. discoveries **b.** facts c. creative commons reuse license

(محافظة الإسكندرية – إدارة المنتزه ثان 2023)

16 Creative works enter the public domain

a. when you download it b. when the creator dies

c. after 50 years of the creator's death

17 During writing a research paper, you should

a. use a few sentences from someone else's writing

b. not credit the authors c. use someone's writing without permission

Put (√) or (×):

1	The international symbol	for public domain is ©.	(
---	--------------------------	-------------------------	---

The images and facts are not covered by the copyright law.

The copyright law protects both printed and digital content.

(معافظة الإسكندرية - إدارة المنتزه أول 2023) (معافظة البعر الأحمر - إدارة الغردقة 2023)

We can use public domain sources without the owner's permission.

Discoveries and facts are not covered by copyrights.

Copyrights do not protect the photographs of a photographer. (

1) When using a photo, you must credit the photographer.

Others' writings can be used after paraphrasing.

(محافظة الدقيلية - الإدارة التعليمية 2023)

- Copyright for a website is usually at the top of the home page.
- 10 You can filter your search results to find images with a specific license.

Exercises on Lesson (5)

Choose the correct answer:

The law protects printed and digital content.

a. copyright

b. hacker

(محافظة الجيزة -- إدارة العمر انية 2023)

Copyright protects all the following, except

a. books

b. websites

c. discoveries

(محافظة المنوفية – إدارة السادات 2023)

The copyright for a website is usually at the of the home page.

a. bottom

b. top

The international symbol for copyright is letter with a circle around it.

a. "R"

b. "S"

c. "C"

When using an image, you must mention the photographer's

a. name

b. address

c. number

Creative works that are not covered by copyright are

a. websites

b. public domain

c. copyrights

? protects creators¹ work.

a. Copyright

b. Internet

c. An image

(معافظة الإسكندرية – إدارة العجمي 2023)

.....sources do not fall under copyrights.

a. Public domain

b. Creative common

c. Both a and b

a books

b. facts

When using copyrighted content, you should

a. ask for permission b. credit the creator c. both a and b

include(s) all creative works that are not covered by copyright law.

a. Public domains

b. Copyrighted content c. Both a and b

12 The copyright law protects content.

b. digital a. printed

c. both a and b

-0	Digital	Safety	and	Security	Precautions
	5.9.10.				

11	Creative works become public domains when the creator dies in	mediately.
		1

12 The copyright law does not protect images and artworks.

(محافظة الإسكندرية – إدارة المنتزه أول 2023)

13 It is not necessary to ask for a permission before using any copyrighted content.

Which of the following items is copyrighted?

- A Nike ad with a photo in a magazine
- 2 A photo you took in front of a Nike store
- 3) 200-year-old book about desert life
- An online article about cactus
- 5 An article about the development of algebra
- The mathematical equation $\frac{5}{2}x + 5 = 10$

Complete the missing parts using the words between the brackets:

(top - videos - discoveries - licenses - Facts - Images - bottom)

- and are covered by the copyright law.
- 2 and are not covered by the copyright law.
- You can filter your results to show only images with
- 4 The copyright for a website is usually at the of the home page.

Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Public domains	a. protect both printed and digital content.
2 Copyrights	b. is the international symbol for copyright.
3 ©	c. are creative works that are not covered by copyright law.
1 2	3

Lesson

Using Digital Sources

Learr

You may be asked to use some of the resources available online to:

- 1 Answer a question.
- 2 Identify solutions to a problem.
- 3 Conduct study research related to a subject.

قد يُطلب منك استخدام بعض المصادر المتاحة عبر شبكة الإنترنت:

1 للإجابة عن سؤال. 2 للتعرُّف على بعض الحلول لمشكلة. 3 لإجراء بحث دراسي مرتبط بمادة ما.

Steps to follow when using digital sources:

- 1 Identify reliable digital sources.
- 2 Go to the site you want by typing the URL in the search engine (or browser).



- >> URL is the abbreviation for "Uniform Resource Locator."
- >> You can ask your teacher or a family member for help while browsing a site for the first time.

خطوات يجب اتباعها عند استخدام المصادر الرقمية:

- 1 تحديد المصادر الرقمية الموثوقة.
- 2 انتقل إلى الموقع الذي تريده عن طريق كتابة عنوان URL في محرك البحث.

المراق المراق المراق المراق المراق المراق المراق المراق المراق المراقع الم

- The best way to find reliable digital sites is to follow the recommendations of your teacher or school, such as EKB.
- These recommended websites are often stored on a bookmark bar in your browser for easy access.
 - أفضل طريقة للعثور على مواقع رقمية موثوقة هي اتباع توصيات معلمك أو مدرستك، مثل بنك المعرفة المصري. • غالبًا ما يتم تخزين هذه المواقع الموصى بها في Bookmark bar في متصفحك للوصول إليها بسهولة.



Facts and Opinions



Facts

- They result from research and observation.
- They can be proven.
- 3 They cannot be debated.
- They are true for everyone.

1 تنتج عن البحث والملاحظة.

3 لا تحتمل الجدل.

مكن إثباتها.

4 تنطبق على الجميع.

Opinioni

- 1 They are based on someone's views and experiences.
- 2 They cannot be proven.
- 1 They can be debated.
- 4 They are not true for everyone.
 - 🕦 تستند إلى وجهات نظر الشخص وخبراته.
 - الا يمكن إثباتها. (3) تحتمل الجدل.
 - لا تنطبق على الجميع.

Using multiple sources and facts:

- 1 It's a good decision to use multiple sources in your research.
- 2 This helps make sure you know all the important facts about a topic.





If two online cources have

the same information

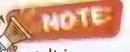
- It often means that the facts are true.
- Write notes for the first source.
- Then, scan the next source for additional facts to add to your notes.
 إذا تضمن موقعان موثوقان المعلومات نفسها:
 - غالبًا ما يعنى ذلك صحة الحقائق.
 - اكتب ملاحظات من المصدر الأول.
- ثم تفحص المصدر التائي للحصول على معلومات تضيفها إلى ملاحظاتك.

information

- Double-check that both sites are reliable.
- Then, make sure the information is based on facts instead of opinions.

في حال احتواء موقعين على معلومات مختلفة للموضوع نفسه:

- فتحقُّق جيدًا من أن كليهما موثوق.
- تأكد من أن المعلومات مبنية على الحقائق وليس على الآراء.



It is a good decision to follow copyright rules and laws.

Online Sources

- Maps, graphs, infographics, and charts:
- >> If you need facts that can be measured.



- Pictures and videos:
- >> They can also be reliable sources.
- >> They sometimes help us in in acquiring the information while watching it, better than just reading the words.



Archives and databases:

- They can also be reliable sources.
- >>> They include books, articles, diaries, letters, and photographs.



استخدم مصادر رقمية (غير المصادر المكتوبة):

- 1 الخرائط والمخططات والمخططات المعلوماتية والجداول: تتضمن حقائق يمكن قياسها.
 - 2 الصور ومقاطع الفيديو: يمكن أن تكون مصادر موثوقة.
- تساعدنا أحيانًا على اكتساب المعلومات بالمشاهدة على نحو أفضل من قراءة النصوص فقط.
 - السجلات وقواعد البيانات: يمكن أن تكون مصادر موثوقة أيضًا.
 - تحوي مواد بحثية متعددة، بما في ذلك الكتب والمقالات والمذكرات والرسائل والصور.



 The Egyptian Knowledge Bank is the best way to find reliable digital sources.



Test Yourself

Complete the following:

- result from researches and can be proven.
- can't be proven and are not true for everyone.

Exercises on Lesson 6



Choose the correct answer:

ш	7			
	1	You can go to a website a. email	by typing thein	the search engine. c. text message
	79		om research and observation	on, and can be proven.
	4	o. opinion	b. fact	c. info
		a. opinion		(معافظة الجيزة – إدارة العمر انية
	ing"	Identifying is t	he first step in searching f	
	3	a. reliable sources	b. files and records	c. databases
	4	are true for ev	eryone.	4 • • • • • • • • • • • • • • • • • • •
		a. Opinions	b. Facts	c. Opinions and facts
	5	The Egyptian Knowledge	e Bank is asour	ce.
1		a. reliable	b. false	c. bad
			عي 2023)	(معافظة الإسكندرية ادارة العج
	6	You can store suggested	websites in the	bar in your browser.
			b. bookmark	
	7	Using multiple sources d	uring your research is a/c	andecision.
		a. right	b. wrong	c. unhelpful
	8	0	debated and are true for e	everyone.
		a. opinions		c. digital sources
			، ئانِ 2023)	(محافظة الإسكندرية – إدارة المنتزه
	9	are based on	someone's views and exp	periences.
		a. Opinions	b. Facts	c. Lies
	10	If two online sources ha	ive informati	ion, it often means the
		information is true.		
		a. different	b. the same	c. questionable

Put (✓) or (X):	-
The URL is the abbreviation for "Uniform Resource Locator." Facts can be debated and proven. Photos and videos are from the reliable sources. You can ask your teacher for help while browsing a site for the first time.))) ;
It is not necessary to use multiple sources in your research. Facts are based on someone's views and experiences and can't be proven. (2023 معافظة الإسكندرية – إدارة المنتزه ثان 2023) (معافظة الإسكندرية – إدارة وسط 2023) The information is often correct if found in two reliable sources. (The Egyptian Knowledge Bank is a reliable digital source. ((2023 معافظة الجيزة – إدارة العمر انية 2023)	3)
 When using any source, make sure that the information is based opinions. Pictures and videos help us gain information through watching. Following copyright rules and laws is a good decision. Facts come from research and observation. Complete the missing parts using the words between the brackets:)))
(URL - Opinions - Computers - Facts - picture - book) help us to store and transfer data and information. come from research and observation. are based on someone's views and experiences You can type the in the search engine. A helps us acquire information better by watching it the by just reading.	an

Advanced Searches

How to get specific search results?

Start with a specific topic and research questions

You want to know about the construction of Aswan Dam. How can you search?

a Use a specific search topic:

"The Aswan Dam" is not a specific topic.

"The construction of the Aswan Dam"



b Use research questions about the topic, such as:

- What materials were used to build the Aswan Dam?
- How many workers built the Aswan Dam?

© Use your research questions to find keywords.

Question	Keywords	
What materials were used to build the Aswan Dam?	"materials" and "Aswan Dam"	
Question	Keywords	
How many workers built the Aswan Dam?	"how many" (or "number"), "workers" and "Aswan Dam"	

Accurate Search Terms

- 1 Use synonyms to make your search terms more accurate.
- You want to research the amount of time 13- to 18-year-old people spend online each day.
- >>> The search strings change the results:
 - Children computer time ---- Gives too many results.
- 2 If you put the search string in quotation marks, your search will be more specific (narrowed) to the exact phrase within the quotation marks.
- 3 Some search engines suggest keywords and similar searches.
- 4 Search engines also have an advanced searching tool that helps you limit search results.
 - >>> You can use them to combine, exclude, or limit the results to specific domains, such as .edu or .gov.



- الستخدم المرادفات لجعل مصطلحات البحث الخاصة بك أكثر دقة. على سبيل المثال، تريد البحث عن مقدار الوقت الذي يقضيه الأشخاص الذين تتراوح أعمارهم بين ١٣ و ١٨ عامًا على الإنترنت كل يوم.
 - النتائج: - وقت الكمبيوتر للأطفال: يعطي الكثير من النتائج.
 - وقت للراهقين على الإنترنت: سيضيق النتائج.
 - إذا وضعت سلسلة البحث بين علامتي اقتباس، فسيكون بحثك أكثر تحديدًا (تضييقًا) على العبارة الدقيقة ضمن علامات التنصيص.
 - 3 بعض محركات البحث تقترح كلمات مفتاحية وعمليات بحث مشابهة.
 - كمتك محركات البحث أيضًا أداة بحث متقدمة تساعدك في تحديد نتائج البحث.
 يمكنك استخدامها لدمج النتائج أو استبعادها أو قصر النتائج على مجالات معينة adu.
 مثل edu. أو .gov



Boolean Operators and Search Modifiers

Boolean Operators	Example	Results	
AND	Video games and teenagers	Will include both terms.	
OR Child or teenager		Will include either term.	
NOT Video games not online		Will not include the terms.	
" "Video games"		Will include the exact terms.	
()	(Video games) teenagers	Prioritize what is in parentheses.	
*	Teens*	Will include all forms of the word.	

Tips to Find the Best Search Results

- 1 Scan the summary for each search result.
- 2 Look for the titles connected to your topic and keywords in bold.
- Scan for facts that answer your research questions.
- 4 Choose the results that have many of these items. Then, click on each possible source and skim the content.
- 6 Look for titles, headers, and keywords that match your research topic and questions.
- 6 Choose the sources with the best match.



🧨 نصائح للعثور على أفضل نتائج البحث:

- 🕕 دقُق في ملخص كل نتيجة بحث.
- 2 ابحث عن العناوين المرتبطة بموضوعك والكلمات المفتاحية بالخط العريض.
 - ابحث عن الحقائق التي تجيب عن أسئلة بحثك.
 - اختر النتائج التي تحوي العديد من هذه العناصر، وتصفّح المحتوى.
- 6 ابحث عن العناوين، ورءوس الموضوعات، والكلمات المفتاحية المطابقة لسؤالك البحثي.
 - 6 وأخيرًا اختر المصادر الأكثر تطابقًا.

Exercises on Lesson 7

-	Change the compet engineer				
Choose the correct answer:					
1	To get results that include the exact words mentioned in the search, use				
	a. quotation marks	b. AND	c. NOT		
			(محافظة المنوفية - إدارة السادات		
2)	Usein the sec	irch engine to make your	search more accurate.		
	a. antonyms	b. synonyms	c. acronyms		
3	The operator	gives priority to what is in	parentheses.		
	a. " "	b. ()	c. *		
4 0	suggest(s) key	words and similar search	es.		
		b. Search engines			
5		operator, the results will i			
	a. AND	b. OR	c. NOT		
6	Use your research quest				
	a. images	b. videos	c. keywords		
7	When using the	operator, the results	will include the exact		
	terms.	1 " "	- OB		
	a. AND	b. " "	c. OR		
3.			(محافظة البحيرة – إدارة دمنهور 23		
8	If you use thewords.	operator, the results will	include one of the two		
	a. AND	b. OR	c. NOT		
G)	Using the operator will include all forms of a word.				
	a. " "	b. ()	C. *		
10	If you're searching about two terms and you want the results to include				
	both of them, use the o				
	a. OR	b. AND	c. NOT		
		لتعليمية 2023)	(محافظة الإسكندرية - إدارة شرق ا		

0	Digital Safety and Security Precautions
	11 Using the operator will not include the word in the search result.
	a. AND b. OR c. NOT
A	Put (() or (V):
ig.	Put (✓) or (×):
	To obtain accurate results, you must identify your research topic. ()
	Use synonyms to make your search terms more accurate.
	Search engines also have an advanced searching tool to limit results.
	()
	Using the operator OR makes results include all forms of the word.
	()
	The advanced search tool can be used to include or exclude keywords.
	()
	6 If you put the search string in quotation marks, your search will be more
	specific.
	Search engines do not suggest keywords and similar searches. ()
	If you use the operator NOT in your search, the results will include both
	words.
Á	Complete the missing parts using the words between
1	the brackets:
	(OR - * - AND - NOT - =)
	Using helps to include both words in your search.
	Using helps to include either word in your search.
	Using helps to exclude the word in your search.
	Using helps to include all forms of a word in your
	3 Osing Helps to melode di formi of a word in your

Documenting Information Appropriately

Taking Notes

Research papers should be written in your own words. To do this, start by taking notes in your own words.

Stepsi

- 1) For each source, add the URL and the author's name at the top of your notes.
- 2 Reread each note. If information is missing, return to the source and find the missing information.
- 3 When an author's words are important or unforgettable, use quotation marks to add those exact words to your notes.
 - 💦 تدوين الملاحظات:
 - يجب كتابة الأوراق البحثية بأسلوبك الخاص. للقيام بذلك، ابدأ بتدوين الملاحظات بكلماتك الخاصة. الخطوات:
 - 1 لكل مصدر، أضف عنوان URL واسم المؤلف في الجزء العلوي من ملاحظاتك.
 - 2 أعد قراءة كل ملاحظة. إذا كانت المعلومات مفقودة، فارجع إلى المصدر وابحث عن المعلومات المفقودة.
- 3 عندما تكون كلمات المؤلِّف مهمة أو لا تُنسى، استخدم علامات الاقتباس لإضافة تلك الكلمات الدقيقة إلى ملاحظاتك.

It's using your own words to explain the ideas of

Paraphrasing the writer (author).

إعادة الصياغة: استخدام كلماتك الخاصة لشرح أفكار الكاتب (المؤلف).

- » Some ways to do this:
 - Change some of the vocabulary words.
 - 2 Change the order of the ideas.
 - Change the sentence structure.
- >>> By paraphrasing, you are showing respect for the author's work.
- 📢 إعادة الصياغة:
- بعض الطرق للقيام بذلك: 1 تغيير بعض مفردات الكلمات. 2 تغيير ترتيب الأفكار. 3 تغيير هيكل الجملة. • من خلال إعادة الصياغة، فإنك تُظهر الاحترام لعمل المؤلف.

search.

Using Quotes

- Quotes support your ideas and arguments.
- >> When you include a quote:
 - 1 State where the quote came from (citation) and why you are using it.
 - 2 You can use sentence starters to share this information.
- >>> Some sentence starters that you can use to introduce a quote:

In the article (ornice title), it said ... This shows that ...

According to (author's name), ...

This proves that ...

(Author's name) states ...

This illustrates ...



استخدام الاقتباسات:

- 💦 تدعم الاقتباسات أفكارك وحججك.
- **>> عندما تقوم بتضمين اقتباس:** 10 اذكر من أين جاء الاقتباس ولماذا تستخدمه.
- 2 يمكنك استخدام بادئات الجمل لمشاركة هذه المعلومات.

NOTES:

- >> To search an online source by a keyword:
 - 1 Press (CTRL + F) on the keyboard.
 - @ Enter the term in the search box.
- >> The keyword will be highlighted everywhere it appears on the page.
 - ₹ للبحث عن مصدر عبر الإنترنت بواسطة الكلمة المفتاحية:
 - 1 اضغط على CTRL + F. أدخل المصطلح في خانة البحث.
 - ▼ وبهذا ستُظلل الكلمة المفتاحية أينما وُجدت في الصفحة.

Citing Sources

- >> At the end of a research report, you list your sources on a "Works Cited" page.
- >>> Some online sources include a permalink to use as the cited web address because websites change.

- It is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location.

 Permalink

 Permalink

 الرابط الثابت: هو ارتباط تشعبي دائم، أو كلمة أو صورة مميزة تنقر عليها لتأخذك إلى موقع ويب آخر.
- >> Look for a "share" or "cite this" button to find the permalink.
- >> You can ask your teacher for help to view one of these hyperlinks.
 - ◄ إلى المعالى المعالى البحثي، تُدرج مصادرك في صفحة «قائمة الأعمال المقتبس منها».
- ولا بعض المصادر المتاحة عبر الإنترنت تتضمن رابطًا ثابتًا permalink لاستخدامه كموقع إلكتروني مقتبس منه؛ نظرًا لتغير المواقع الإلكترونية.
 - ₩ ابحث عن زر «مشاركة» أو «استشهد بهذا» للعثور على الرابط الثابت.
 - ₩ يمكنك أن تطلب من معلمك المساعدة في عرض أحد هذه الارتباطات التشعبية.

When you cite a source, you should use the following method:

- 1 The citations should be in alphabetical order.
 - a If the source has an author:
 - The citations should be ordered by the author's last name.
 - b If the source doesn't have an author:
 - The citations should be ordered by the title of the article.
- 2 Write the source: the name of the book, journal, or website.
- 3 Write the date: the year the source was published.
- Mention the URL
- **الطريقة التالية:** المصدر يجب عليك استخدام الطريقة التالية:
- 🕕 ضع الاستشهادات بترتيب أبجدي حسب الاسم الأخير للمؤلف أو عنوان المقالة.
- a إذا ذُكر اسم المؤلف: يجب أن تكون الاستشهادات مرتبة حسب الاسم الأخير للمؤلف.
 - ونا لم يُذكر اسم المؤلف: يجب أن تكون الاستشهادات مرتبة حسب عنوان المقال.
 - اذكر المصدر: اسم الكتاب أو المجلة أو الموقع الإلكتروني.
 - 3 اذكر التاريخ: سنة نشر المصدر.
 - 4 اذكر عنوان URL.

Example

- >>> Egypt beach resorts fight global scourge of plastic trash. (2019, December 21). Arab News. Retrieved August 12, 2022, https:// arab.news/pwhre
 - "Egypt beach resorts fight global scourge of plastic trash" is the title of the article because the author's name is not given.
 - "2019, December 21" is the date of publication.
 - "Arab News" is the name of the publication.
 - "Retrieved August 12, 2022" is the date when the citation was retrieved.
 - "https://arab.news/pwhre" is the URL of the article.

>> Citing a YouTube video:

- Use the uploader as the author (creator) of the video.
- @ Include the date the video was uploaded.
- 1 Include the video title followed by the word "video".
- 10 Include the name of the site (YouTube) and the URL of the video.

Example

RTV, 2019. Very Nile video. YouTube, https://www.youtube.com/ watch?v=yH5SVlgN_gY

- ₩ استخدم اسم المُحمِّل كمؤلِّف.
- 📉 قم بتضمين تاريخ تحميل الفيديو.
- معده. معدمين عنوان الفيديو وأضف كلمة «فندنو» معده.

Exercises on Lesson

c. create a document

200	Anna to the second state of the second	1 40 8 12		the position was a state of the	
	Choose the co	rrect a	nsv	ver:	
1	To move directly t	o the site,	you	have to	
	a click on the hy	narlink h	cre	arte an er	nail

(محافظة البحر الأحمر – إدارة الغردقة 2023)

- 2 When citing a YouTube video, use the as the author of the video. b. video title a. uploader c. URL
- 3 You should include your at the end of your research.
 - b. citation a. introduction c. content
- 4 You must add the URL and the author's name at the of the notes. b. middle
- 5 To search an online source by keywords, press
 - b. Ctrl + E a. Ctrl + F

(معافظة الإسكندرية - إدارة المنتزه ثان 2023)

c. end

- 6 You can use to write the author's important sayings.
 - b. underline feature a, a bold font
 - c. quotation marks
- 7 At the end of a research report, you should list your sources on a/an " page.
 - a. Acknowledgment b. Works Cited
- c. Introduction
- 8 You have to show your respect for the author's work by his text.
 - a. deleting

a. top

b. copying

- c. paraphrasing
- 9 A is a way to access online content even if the website changes.
 - a. special character
- b. special link
- c. permalink
- 10 When you include a quote, you can use to share this information.
 - a. sentence starters
- b. special characters
- c. paraphrasing
- 11 If the source has an author, the citations should be ordered by the
 - a. author's first name
- b. author's last name
- c. date

Summary



Digital Safety and Security
Precautions

Lesson 1

- >> Jeff Kerby is an ecologist and a photographer.
- >> Tools used in a photography trip:
 - Camera and camera lenses
 Batteries for the camera
 - 3 A laptop
 4 Hard drives
 5 A drone (optional)
 - 6 Phone (for quick photos and GPS navigation)
- Mr. Kerby backs up his images onto two external hard drives.
- >>> He shares photos with his colleagues immediately, using cell phone apps.
- >>> Owning photos means having copyright to publish or sell the photos.
- by others without permission or without purchasing the right to use them.
- >> Photographers protect their works by doing the following:
 - 1 They place a watermark on their photos.
 - 2 They add copyright information, such as their names, to the metadata of each photo.
 - 3 They share high-resolution photos only with people they trust.
 - 4 They share low-resolution photos that won't look good if printed or uploaded to a website in public.
 - 5 They use reverse image searches to find out if any of their photos are being used without their permission.
- Copyright infringement is against the law.
- Many Egyptian laws protect copyrights.

Lesson 2

- >>> Farsunal information: It includes your name, address, date of birth, and passwords.
- >> itakers: They break into a computer and steal personal information.

- >>> Hacker can use someone's email address and password to send a virus to all the email addresses in your email account.
- >>> Hackers can use an adult's bank account to steal money.
- >> How to keep your personal information (PII) safe?
 - Limit the personal information you share online.
 - On't sign up for a website if it asks for too much personal information.
 - 3 Use different strong passwords that are different and contain letters, numbers, and special signs.
 - 4 Use antivirus software on all of your devices.
 - 5 Update your devices regularly.
- >>> You should protect your files from viruses, software problems, human errors.
- >> How to back up your data?
 - 1) Some apps and software programs back up data automatically.
 - 2 You can use a data-storage device, such as:
 - A flash memory
- An external hard drive
- >>> This is called a hybrid backup; it is a safer way to backup and store files.
- >>> The hard disk has more space than the flash memory although they are both used for the same purpose.

- >>> Phishing: It is sending a message via email or social media applications that looks real, but it isn't.
- >>> Smishing: It is the same as phishing, but it is a text message instead of an email.
- >> When you open an attachment or a file of phishing:
 - Data-stealing software is installed on your computer, or you're asked to enter sensitive information, such as a bank account.
- >> How to identify phishing messages?
 - 1 It includes misspelled words and grammar errors.
 - 2 It requests too much personal data.

- >>> Password manager:
 - 1 It creates strong and unique passwords for each of your accounts.
 - 2 It also tells you if the passwords you already have are too weak or if you've reused them.
 - 3 It can even tell you if one of your passwords has been stolen online.
- Multi-factor authentication (MFA):
 - MFA is used to strengthen your passwords.
 - You provide at least two ways of identifying yourself.

- >> Scam websites: They are phishing websites that present fake situations and try to get your information.
- >> There are many types of scam websites such as:
 - 1 Online shopping scams: They never send you the correct items you bought.
 - 2 Scareware scams: They say your computer has a problem and you need to download something.
 - 3 Sweepstakes scams: They offer you a prize that never comes.
- >> How to avoid scam websites?
 - 1 Check that the URL of the website is credible.
 - 2 Scam websites usually contain misspellings or bad grammar.
 - 3 Search online to see if it is a known scam.
- >> If you are a victim of a scam website:
 - Report it. Tell a trusted adult.
 - 2 Contact the Child Helpline or The General Department for Combating Internet Crimes.
 - 3 Report the scam website to the service provider, the e-commerce store, and your bank.
- >> All URLs are made up of three main parts:
 - 2 The resource name 1 The protocol
 - 3 The file path
- The protocol: It is the first part; it determines how the information is transferred.
- The resource name: It is the requested site; it shows who owns that space.
- >> The file path: It is the last part of the URL; it identifies a specific resource which the link is giving you access to.

Lesson 5

- >> Copyright law protects printed and digital content.
- >>> Copyright gives creators legal protection for the things they create.
- >>> The international symbol for copyright is ©.
- >>> The copyright symbol for a website is usually at the bottom of the home page.
- >>> Examples of using copyrighted content:
 - 1 Downloading a TV episode on YouTube.
 - 2 Using someone's artwork on your social media account.



- Respect the creator's work.
- Ask for permission to use it.
- 3 Attribute it or give credit to the creator.
- >>> Creative works are NOT covered by copyright:
 - 1 Works in the public domain
- Facts
- 3 Official documents, such as laws
- **4** Discoveries
- 5 Creative works whose owner has been dead for 50 years
- >>> Public domain and creative commons do not fall under copyright.
- Public domain: Includes all creative works which are not covered by copyright law.
- Creative commons: It means that the owner of a creative work gives permission to reuse his work anytime and anywhere.
- When searching for images online, you can filter your search by license.
- >> There are two ways to use the writings of others:
 - 1 Use the exact words without change.
 - 2 Paraphrase ideas in your own style.

Lesson 6

- >>> Steps to follow when using digital sources:
 - 1 Identify reliable digital sources.
 - 2 Go to the site you want by entering the URL in your browser.
- The URL is the abbreviation for "Uniform Resource Locator".
- You can save recommended websites to your bookmark bar for easy access.

>> Facts and Opinions:

Facti

- They come from research and observations.
- 2 They can be proven.
- 3 They cannot be debated.
- 4 They are true for everyone.

Opinions

- 1) They are based on someone's views and experiences.
- 2 They cannot be proven.
- 3 They can be debated.
- 4 They are not true for everyone.
-)) If two online sources have the same information, it often means that the information is a fact.
- Online sources include maps, graphs, infographics, charts, videos, pictures archives, and databases.
- >>> The EKB is the best way to find reliable digital sources.

Lesson 7

>> How to get specific search results?

- Start with a specific topic and research questions.
- Use synonyms to make your search terms more accurate.
- Put the search string in quotation marks, your search will be more specific (narrowed) to the exact phrase within the quotation marks.
- >> Some search engines suggest keywords and similar searches.
- >>> They also have an advanced searching tool that helps you limit search results.
- >>> Boolean Operators and Search Modifiers:

Boolean Operators	Example	Results
AND	Video games and teenagers	Will include both terms.
OR	Child or teenager	Will include either term.
NOT	Video games not online	Will not include the terms.
H H	"Video games"	Will include the exact terms.
()	(Video games) teenagers	Prioritize what is in parentheses.
*	Teens*	Will include all forms of a word.

Lesson 8

>> Taking notes:

- To make a research paper, start by taking notes in your own words.
 - 1) For each source, add the URL and the author's name at the top of your notes.
 - 2 If information is missing, return to the source.
 - 3 When an author's words are important, use quotation marks to add those exact words to your notes.

>>> Paraphrasing:

- 1 Change some of the vocabulary words.
- 2 Change the order of the ideas.
- 3 Change the sentence structure.
- >>> By paraphrasing, you are showing respect for the author's work.
- To search for an online source by a keyword, type (Ctrl + F).

>> Using quotes:

- 1 State the source of the quote.
- 2 You can use sentence starters to share this information.

>> Citing sources:

- At the end of your research, list your sources on a "Works Cited" page.
- Permalink: It is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location.
- When you cite a source, the citations should be in alphabetical order.
 - 1) If the source has an author:
 - The citations should be ordered by the author's last name.

2 If the source doesn't have an author:

- The citations should be ordered by the title of the article.
 - a. Write the source: The name of the book, journal, or website.
 - b. Write the date: The year the source was published.
 - c. Mention the URL.
- >>> When citing a YouTube video, use the uploader as the author (creator) of the video.

on Theme 2 Digital Safety and Security Precautions



	Choose the correct answer:					
	1 Jeff Kerby is a/an					
	a. engineer b. doctor c. ecologist					
	2 To search an online source by a keyword, press					
	a. Ctrl + F b. Ctrl + E c. Ctrl + D					
	involves using two or more methods to verify your identity.					
	Multi-factor authentication					
	b. Password manager c. Antivirus					
	To narrow the search results, we can use the operator					
	a. OR b. AND c. " "					
	Using someone else's artwork on your Facebook without permission is					
	copyright infringement b. creative commons c. fair use					
	Put (✓) or (X):					
	Research papers should be written in your own words.					
	2 You need strong passwords to protect your personal data from hackers.					
	()					
	3 Scareware websites offer you a prize that you never get.					
	You can protect your work by putting a watermark on it.					
	5) Photos and videos are from the reliable sources.					
4	Complete the missing parts using the words between					
·	the brackets:					
	(GPS - hard disk drive - hacker - Password manager - Public domains)					
	A is used to back up all the photos you take.					
	2 You can navigate and reach different places using					

Complete the missi	ng parts using the	words between
the brackets:		
(Public domains - Creat	rive commons - Facts -	" " - Opinions)
1 are true for	everyone and can't be	debated.
2 include all		
3 are based		
4license mear		
5º You can use		
J. 100 Cdil 030	10 901 1000110 11101	
Мо	del Exam	
Choose the correct	answer:	
One of the accessories the	hat you can use to save y	our files securely is
a. an external hard disk		c. a camera
2 The URL (Uniform Resou	rce Locator) starts with th	10
a. protocol	b. file path	c. resource name
· ·	site is usually at the	of the home page.
	b. bottom	c. middle
a. top		
	to write the author's im b. underline feature	
a. a bold font		
5 Copyright protects all th		
a. books	b. facts	c. games
Put (✓) or (X):		
1 Smishing is a type of a	ohishing attack that use:	s text messages to tric
people.	· ·	(
2 Jeff Kerby shares his hig	ah rasalutian phata with	others I
3 A reliable source contain	ins misspelling or bad gr	ammar. (

- 4 Search engines have an advanced searching tool to limit results.
- 5 Using the operator OR makes results include all forms of the word.
- Choose from column (A) what suits it in column (B):

Column (B)
a. may be words or pictures you click on to access
the site.
b. is the international symbol for copyrights.
c. sites contain fake situations to steal your data.
d. should be included at the end of your research.
e. is the abbreviation of "Uniform Resource Locator".

Model Exam

Choose the correct answer:

- Iaw protects the original works of the creators, such as books. music, movies, and software.
 - a. Copyright b. Internet
- c. Image
- - a. high resolution by low resolution
- c. flash memory
- 3is sending a fake message via email or social media that looks real.
 - a. Smishing b. Phishing

- c. Virus
- 4) If you use the operator, the results will include one of the two words.
 - a. AND b. OR
- c. NOT
- 5 At the end of a research report, you list your sources on a/an "......" page.
 - Acknowledgment
- b. Works Cited
- c. Introduction

Put	(√)	or	(X):

- 1 Using antivirus programs on your devices is not recommended.
- 2 To access a website, type the URL into your browser.
- 3 Facts are based on views or experiences and can't be proven.
- 4 Scam websites usually have misspelled words or bad grammar.
- 5 When you paraphrase, use your own words to explain the ideas of the writer.
- Choose from column (A) what suits it in column (B):

Column (B)
a. is used to include all forms of a word.
b. indicates who owns the site.
c. is the first part of a URL.
d. makes the result include both words.
e. is the last part of the URL.



Choose the correct answer:

- use the Internet to break into your computer to steal your information.
 - a. Programmers
- b. Hackers

- c. Thieves
- sources do not fall under copyrights.
 - a. Public domain b. Creative commons
- c. Both a and b

REVISION on Theme 2		
3 A/An	results from research	and observation and can be
proven.		
a. opinion	b. fact	c. Information
If you receive an er	mail from someone you	don't know claiming that you
have won a prize,	it may be	attempt(s).
a. a phishing	b. a smishing	c. both a and b
The Egyptian Know	ledge Bank is a	source.
a. reliable	b. false	c. bad
Put (√) or (X):		
1 Always ask for the	photographer's permis	sion before using their photo.
		()
You don't have to c	heck the new websites	you visit.
		h, the results will include both
words.	•	()
The citations should	be arranged in alphab	petical order.
		writings in your own work.
	•	1 1
		\ 1
Complete the mi	ssing parts using	the words between
the brackets:		
(Scareware - Personal in	formation – Sweepstake	es - Child Helpline - Smishing)
		a prize that never comes.
		ain fake warnings to trick you
into downloading a		igo to men you
		hould contact
PA .	essage that looks real	
	our name passwords	

Final Exams



	1 Cairo – l	El-Nozha Educal	tional Zone
4	Put (✓) or (X):		
	1 A byte is the smallest u	nit of data.	(
	2 The cell in Excel can co	ontain only numbers.	(
	3 Pictures can be quickly	shared with colleague	s using mobile phones.
			(
	4 Files are stored using a	flash memory.	(
	5 The Word program is u	used to create tables ar	nd graphs. (
	Choose the correct	answer:	
	We can use the Excel p	program for creating	******************
	a. spreadsheets	b. presentations	c. reports
	2 The internet is a/an	network.	
	a. open	b. closed	c. both
	Select " from the from t	om the "New" menu to	create a new folder.
	a. View	b. Folder	c. Sheet
	4 You can protect your fil	es from viruses or loss	by creating
	a. device shutdown	b. backups	c. personal data
	5 Jeff Kerby is a/an		
		b. doctor	ecologist
	Complete the missi	ng parts using the	words between the
	brackets:		
	(Zoom - YouTube - V	viruses - an et e 🕞 🗉	ebla GPF i, III .
	1 Hackers can send		
	People can find a road	using the	
	Fred Hiebert holds virtu	al meetings using	
	You can find videos of	your study subject on	**********************

You can connect your computer to the router with

	4	CIZAL ALL	omranu education	INT PALIT		
1	F	Put () or ():				
	1	A bit is the smallest stora	ge unit to store data.	()		
	2	PowerPoint is a program	used for writing reports.	()		
	3		ricult to read for people of	determination.(),		
	4	₹-	on for the World Wide We			
	5	5 The Egyptian Knowledge Bank is one of the most reliable sources.()				
-	6	Password manager crea		()		
	7		e the main folder is not allo	wed by the operating		
		system.		()		
	8	Using antivirus programs	s on your devices is not re	commended. ()		
2		Choose the correct a	inswer:			
•	1,	are groups o	f people or things are con	nected to each other.		
		Computers	b. Networks	c. Gateways		
	2	The contains	a huge amount of informa	ation.		
e e		- data	h, internet	c. school		
	3	People of determination	use to learn al	oout a lesson.		
		braille	b. e-commerce	c. YouTube		
	4.	Connecting your compu	ter to the internet need a			
, ;		network	gateway	c. flash memory		
	5	MSrepreser	its data in the form of grap	ohs in different forms.		
	1	a. Excel	b. Word	c. Paint		
14	6	The law prof	ects print and digital conte	ents.		
	6	a. copyright	b. hacker	c. work		
	7	come(s) fro	m research and observa	tions. They are (it is)		
:	÷	statements that can be p	roven.			
		a. Opinions	b. Facts	c. Information		

3 Giza – El-Sheikh Zayed Educational Zone

Complete by underlining the correct answer:

- 1 When searching online, specify (keywords the internet) to search for subtopics rather than using large sentences or whole sentences.
- 2 (HDMI A router The ethernet port) is a device that connects a computer to the internet via Wi-Fi.
- 3 (Online websites Sweepstakes Phishing websites) are scam websites that offer you prizes that never come.
- 4 (Facts Opinions Information) come(s) from research and observations are(is) statements that can be proven, they are(it is) true for everyone.

Put (√) or (X):

- 1 You should limit the personal information you share online.
- We can give a name to the folder by a right click, then Rename. (
- 3 Gigabyte =1,204 kilobytes
- 4 Bluetooth is a network technology that works over long ranges. (

Complete the missing parts using the words between the brackets:

(PowerPoint - copyright - accurate - Hackers)

- 2 is a program used to prepare presentations.
- 3use the internet to break into your computer to steal your information.
- Everyone owns the of the images they take unless they sell them.

Complete by underlining the correct answer

- An intranet is used to share in a/an (open network closed network) and is more secure.
- 2 If there is no internet connection, (check the router is connected delete unwanted apps).
- (QR code A printer) helps us access information by scanning it with a phone camera.

4 Giza - Atro El-Nomros Educational Zone

Put (✓) or (X):

- 1 A school's computer lab could have its own closed network ()
- 2 We don't need strong password to protect our personal data ()
- Fred Hiebert uses email and video conferencing to share information with his colleagues.
- 4 The copyright law doesn't protect print and digital content ()
- 5- There are several ways to backup data, such as flash drive and hard drive.
 - 6 We use a scanner to save images to use later.
- 7 Hackers use the internet to break into a computer system. ()
- 8 The ethernet cable connects computers to the router.

Choose the correct answer:

- is a program to create graphs. (Word Excel Email)
- other for a common purpose. (Computers Networks Bluetooth)
- 3 is a gateway that connects a computer to the internet via

 Wi-Fi or the ethernet cable. (A router HDM1 A flash memory)
- 4 is a network that connects computers and people using them
 - from all around the world. (Information The internet A device)
- is a networking technology that connects wireless mobile devices.

 (Bluetooth Ethernet cable WAN)
- 6. When we are searching, we break the topic into subtopics.

(smaller - bigger - wide)

7 You can go to the site you want by typing the

(name - URL - class)

	1	5 Alexandria	- Montazah First (1) Educational	Zone	1
1		Put (✓) or (X):				
	1	It is difficult to backu	p your photos with you	r external hard dr	ive. (]
	2	You can share the in	formation stored on you	or computer.	(]
	3	Copyright law doesn	't protect images and c	artworks.	()
	4	You should avoid ac	cessing scam websites.		(
	5	Antivirus software m	ust be installed on your	devices.	(1
	6	File management on	the computer is limited	to video clips on	ly. (
	7	Reliable sources incl	ude books, articles, dia	ries, letters, and _l	photos.	
					()
	8	Data must be organi	zed on the computer fo	r easy arrival.	()
		Choose the corre	ct answer:			
	1	is used t	o perform simple formu	las.		
		a. Excel	b. Zoom	c. Word		
	2	is trying	to get the bank account	number of an ad	ult in or	dei
		to steal their money.				
		a. A hacker	b. A family member	er c. Your teacher	P	
	3	The internet is	network.			
		a. an open	b. a close	c. limited in sp	ace	
	4		results in an interesting	•		
			b. Excel	c. WhatsApp		
	5		nust be placed to prof	tect images from	соругі	ghi
		infringement.	1 11 1			
		a. audio mark				
	6		ormation alphabetically		e	
	-19	, , ,	b. Toolbar		11 1 1	
	7		ed to, they shou			
		 a. scam websites 	b. government	c. educational	wenzii6	5

			the state of the s
	6 Alexani	iria – Conter	Educational Zone
•			

	Put (✓) or (४):		
1	Copyright protects p	hotos, music and compute	r software ()
2	The operating system does not allow to add a subfolder to inside main		
	folder.		
3	An external hard drive is used to store large files.		
4	Password manger is used to create strong passwords. ()		
5		eone's views and experien	
6		for a website that asks for	
	information.		()
7	Bluetooth is a netwo	rk that connects wireless m	obile devices over a long
	range.		()
	Choose the corre	ct answer:	
1	You can navigate ar	nd reach different places u	sing the
	a. GPS	b. pictures	c. email
2	The software program that archaeologist Mr. Hiebert uses to write reports		
	is		
	a. Microsoft Word	b. Microsoft Excel	c. PowerPoint
3	3 The first step to solve the problem is		
		b. identifying the problem	
4		r files from viruses or loss b	
	 a. personal data 	b. formula	c. backup
5	Network or the inter	net speed is measured by	
	a. GHz		c. GB
6		sites through the	
	a. opinions	b. URL	c. digital blogs
7	To create a formula	in a cell you must first type	
	a. =	b. +	c. /
8	Scam websites oper	rate to get	
	a. opinions	b. the URL	c. personal information

7 Alixandra Montarah Second Educational Zone

	Put (✓) or (X):		
	The main folder cont	ains sub-folders and files.	(
	2 The Egyptian constit	tution confirms that the	state protects all types o
	intellectual property.		
	Facts are based on	someone's views and e	xperiences, and can't be
	proven.	;	. ()
	4 Some people use pho	otographs that were take	n by others without asking
Į	their permission.		()
		a scam message via te	xt message instead of an
	email.		()
	Password manager c	reates strong passwords	for each of your accounts.
	A L. I.		()
		tains misspellings or bad	
			r a picture you click on to
	take you to another v		
d	Choose the correc		
		ites say your computer ho	•
	a. sweepstakes		
			work to be used anytime
	and anywhere, it's co		
	a. discovers	b. facts	c. creative commons
	_	ource by keywords, type	
	a. "Cirl + F"		c. "Ctrl + D"
		debated and they are tru	•
	a. Opinions	b. Facts	c. Digital sources
	a. 1,024 bytes), that equals
		-	c. 1,024 megabytes
		ranges to form a net	connects wireless mobile
	a. short	b. long	c. middle
		to save a backup o	

b. scanner

c. external hard disk

8 Alexandria – Montazah First (2) Educational Zone

1		O Atexariaria Profitazari filotitz zaaconoriar zon	
7-		Put (✓) or (X):	
	1	Password manager software is used to create strong passwords.	
			(
	2	The copyright law protects both print and digital contents.	(
	3	All websites are fraudulent sites, including online shopping sites.	(
	4	Hard disk always has less space than the flash memory.	(
	5 :	You must check the sites you visit on the internet.	(
	6.	Phishing messages include your email address.	(

7 Choose "New" from the "File" menu to create a new folder.

a. mobile phone

a. decide on a topic

a. Paste

8	Information tables can b	e created through the Ex	ccel program. ()
9	Choose the correct a	answer:	
1	To protect your photos, you should share them with		
	a. a flash memory	b. low-resolution	c. high-resolution
2 One of the forms of is the arrival of a message person asking you for your data to obtain a prize.			
	a. phishing	b. the internet	c. databases
3.	Sharing information via the internet is considered than the internet.		
	a. unreliable	b. less secure	c. more secure
4.5	You can quickly share pl	notos with your friends b	y your

b. mouse

6 When searching for information, you must first

7 Select "......" from the shortcut menu to create a new folder.

b. Copy

a. Download software b. Update software

is one of the solutions to the problem of slow loading.

a. printer

c. Restart the computer

c. earphones

b. analyze the results c. organize the work

c. New

12 The URL starts with the	**************************************		
a. file path	b. protocol	c. resource name	
13 One of the accessories	that you can use to	save your files securely is the	
a. external hard disk	b. drone	c. camera	
14 The top of columns in E	xcel are	4	
a. numbers	b. letters	c. both of them	
15 The smallest unit of date	a is		
a. bit	b. byte	c. GHz	
10 Alexandria	– Al-Ajami Ed	lucational Zone 🌽	
Put (/) or (x):			
1 Passwords must be stro	ong.	()	
To share a post with someone, you must first ask permission. You can protect your work by putting a watermark on it.			
			4 You cannot create bac
5 "Open network" connects wireless mobile devices over a short range.			
		()	
Committee the miss	ing parts using	the words between the	
	ing parts using	the words between the	
brackets:			
(identifying the problem	(identifying the problem - New - Gigahertz - AND - The internet)		
1 To create a new folder	, use the command .		
2 The first step to solve the	2 The first step to solve the problem is		
3 used to	measure the numb	er of cycles of the CPU per	
second.			
4:is a networ	k that connects com	puters and people around the	
world.			
5 The result includes bot	h terms when using	the operator	

c. the connection interrupted

Complete by underlining the bound answer:	Complete the missing parts using the words between the brackets
 To prepare graphs, use (Word - Excel - Zoom) program. You can organize files in a computer using (Folder - Word - Copy) (Copyright - Internet - Image) protects creators works. The Egyptian Knowledge Bank is a (reliable - false - bad) source. People of determination use (e-commerce - a mouse - a file) for shopping. 	(research topic - Internet of Things - Word - Rename Screen readers) 1 Mr. Fred Hiebert uses the program to write reports. 2 help visually impaired people do everything they need to do You should break the into smaller topics. 4 To change the title of a folder, select command. 5 consists of devices linked to the internet via Wi-Fi.
11 Red Sea – Hurghada Educational Zone 🗡	Put (/) or (X):
Put (✓) or (X):	1 The flash memory is used to transfer data and information from on computer to another.
The website address (URL) enables you to access the site you want.	2 LAN stands for wide area network.3 The internet is more secure and private than the intranet.
An ethernet cable transmits audio and video to and from devices. Facts are based on a person's views and experiences. Phishing messages include your email address. The copyright law protects both print and digital contents. Choose the correct answer:	The Egyptian Knowledge Bank is available for free to Egyptians. (Kilobyte (KB)= 1,024 bytes To change the title of a folder, choose the Delete command. (The row's title has a number. (We can take quick photos using our mobile phones. (Hackers can steal your personal information without using the internet.
Smishing is the same thing as phishing, but it is send by	10 You cannot create backup copies of files. Choose the correct answer:
To protect your photos, you should share them with	To create a simple formula in a cell, first type the sign.
In the steps to solve the problem, the second step is a. identifying the problem b. studying solutions c. thinking about ways to solve it To move directly to the site you want, it is done by a. clicking on the hyperlink b. creating an email c. creating a document Using passwords for different sites keeps your information safe.	a. = b. x c. / The first stage of problem solving is
a. same b. weak c. different	a. Word b. e-commerce c. PowerPoint
160 ICT Prim. 5 - First Term	ICT Prim 5 - First Term 0147

13 Behira – Damanhour Educational Zone

		Dan Lar	acadonat 2011c
1	Choose the correc	t answer:	
1	Jeff Kerby uses all the	following tools in his	expeditions, except
	a. the smart phone	b. the GPS	c. the GPR
2	When using the	operator, the i	results will include the exact
	terms.		
	a. AND	b. " "	c. OR
3	The URL (Uniform Reso	ource Locator) begins	with the
	a. protocol	b. file path	c. resource name
4	The first step to solve o	any computer <mark>problem</mark>	is to it.
	a. plan	b. identify	c. replace
5	A is the sm	nallest unit of data.	
	a. byte	b. gigabyte	c. bit
	Complete the miss	ing parts using t	he words between the
	brackets:		
	(router - QR	codes - watermark -	EKb - bottom)
1			of the homepage.
2			our teacher often suggests it.
3			nternet via Wi-Fi or ethernet
	cable.	,	
4	Photographers can pla	ce a on th	neir photos.
5			by scanning it with a phone
	camera.		
	Put (√) or (x):	•	
1	Jeff Kerby shares his hi	gh-resolution photo w	vith others.
2			s are in different countries.
		9	1
3	We use the PowerPoint	program to create a	presentation.
4	Scareware websites of		. , ,
5	You can share your pa		

14 Dakahtia Governorate

15 Sharqia - Zagazig East Educational Zone

Complete the missing parts using the words between the brackets:

(folder - Hackers - Virtual meetings - internet of things - data tab)

- 1 or video conferencing provide an effective method to mentor others.
- consists of devices linked to the internet via Wi-Fi. These devices can be controlled, whether you are in the same room or in another city.
- To create a, select "New" from the shortcut menu, and then choose "Folder" from the submenu.
- 4 To sort information alphabetically in Excel, go to the toolbar and click on the then click on "Sort".
- can use someone's email address and password to send a virus to all the email addresses in this email account.

400	Put	1/1	OF	(V)
	rut	V	UI	
		V /		V' /

- 1 External hard drive like an HDD but much faster.
- 2 It is a good idea to use full sentences when searching.
- Mr. kerby ensures his work is protected by sharing his high-resolution photos only with people he trusts.
- 4 Smishing is sending a message via e-mail or social media applications that looks real but isn't
- 5 You need strong passwords protect your personal data from hackers. (

-	
g n	
9	
-	P

Choose from Edition (B):

Column (A)	Column (B)
1 The world wide web (WWW)	Can be phishing web sites that present fake situations that try and get your information
2 Problem: slow to download	The owner of a creative work gives permission to reuse his work at any time and any place.
3 Scam web sites	Made up of web pages that people can navigate.
Fact	d. Restart computer and router, check internet speed.
5 Creative commons	Come from research and observation, it is cannot debated and true for everyone
1 2	3 4 5

16 Modules - Sadil Educational Zone

1 A QR code is used to get information quickly and easily.

Put	(-)	or	(×)

1		The code to seem to get international question,	,	
	2	Phishing messages are free grammar errors.	(
	7	Vou and and main folder incide sub folders to manage files	- 1	

- 3 You can add main tolder inside sub tolders to manage tiles.
- 4 Antivirus software mustn't be installed on your computer.
- 5 Digital washing machine is an example of the Internet of Things. (
- 6 Password management software used to create strong passwords.(
- 7 Facts are based on person's views and experiences.
- 8 The Egyptian Knowledge Bank includes trusted sources, and it is available for free to Egyptians and.

Choose the correct answer:

- 1 Copyright protects all the following things, except
 - a. books

- b. websites
- c. discovers
- 2 The router is considered as
- a. famous browser b. antivirus c. gateway for internet
- - a. flash memory b. external hard disk
 - c. both
- 4 To solve the problem of slowing down your computer when opening an app, you should
 - a. update the app
 - b. check the router
 - c. check the Wi-Fi connection.
- 5. The is a network used to share information and less secure.
 - a. email

- b. internet
- c. intranet
- 6. A photographer protects his work by sharing images with
 - a. High-resolution
- b. low-resolution
- c. flash memory
- 7 To get results that include the exact words mentioned in the search by use
 - a. quotation mark
- b. AND
- c. NOT



Model Answers



Theme 1

Lesson (1)

1	1	С	2	b	3	a	.4	a
	5	b	6	С	7	С	8	b
	9	а	10	b	(11	C	:12	C
	13	α	14	С	15	b	16	b
2	1	1	2	1	13.	Х	64	X
	-	-			town.	-	and a	

	. –	C.		0				
2	1	1	2	1	13	X	14	X
	5	1	6	X	7	X	8	Х
	9	X	10	X	11	1	12	1
	13	X	14	1	15	1	-16	X
	17	X	18	1	19	1	20	1
	21	1						

3	1	virtual meetings	2	spreadsheet
	3	formal	4	archaeologisi
	5	Madrasitna char	nne	

4	1	PowerPoint	2	Excel	
	3	formally			
	4	virtual meetings	5	Zoom	

5	(A)	1	С	2	a	3.	d	4	b
					d			A	a

klessan 🕖

1	а	2	С	3	а	14	b
5	b	6	b	7	a	8	Ь
9	С	10	С	11	C	12	b
13	_	14	h	15	-		

2	1	X	2	X	1	3	Х	4	1
	5	1	6	X		7	1	8	X
	9	1	10	X		11	1	12	X
	13	1	14	X		15	1	16	1

3	1	flash	memory
	2	Ethor	not eable

17 🗸

	Ethernet	cable
	_	

-	Linerie cable		
3	Router	4	HDMI

						we i				_
4	(A)	1	е	2	а	3	d	A	b	
	IRI	1	Ь	2	_	3	~			

	A STREET OF STREET	
- 11	Lesson	

1	1	b	2	b	3	b		C
	5	C	1.6	b	Ż.	b	: 8	a
	9	C	10	b	11	С.	12	a
	13	a	-14	C	15	С	16	a
	17	b	18	b				

2	X	12.1	3 X	A X
	5 1	6 1	7.1	8.
	9 X	10 /	11 X	.12 🗸
	13 🗸	14 /		

Router	LAN
3 WWW	. ISP
5 EKB	6 DSL

4	C	(2 d	3 b	4 a

Open computer network

Closed computer network

Luseen 4

0	應	b	2	a	#3	b ,	A.	Ç
	5	b	6	a	7	a	8	b
	9	С	10	С				
	-	_						

2	de	1	2 /	3. X	
	5	X	6 X.	7 1	8 /
	9.	X	10 X		

3	A.	С	2. d	:3.	a	1	4 b
			-				. 9

| Lusens

1	The state of the s	ċ	2 a	3	b:	:24	á
	5.	С	6 .a	.7	C	8.	a
	9	a					

2		1	-,-,2	1.	-{3	X	- 41
	5	1	6	X	7	✓.	. 18 /
	9	1	10	1			

3	e –	a –	b	– d	_	C

Answer by yourself.

Lesson (I)

	T	a	2	C	3	a . ;	4	a
	5	С	6	С	7	С	8	a
	9	С	10	a				
2	i	1	2	1	3	X	4	1
	5	X	6	1	7	1	8	Х
	9	Х	10	1	Ħ	X	12	Х

	_				_				
							- 1		
(3)	_				L.				-
4		-	α	_	n	_	0	-	E.
W A	•		~		-		44		_

4	1	Flash	memory	
	-			

2 camera – scanner3 Libraries – computer

4 QR codes

Sic 2 d 3 a 4

1	1.	b	. 2	a	3	a	4	a
	5	a	6	b	7	a	8	b
	9	C	10	С				

2	1	X	2 /	3	/	4 X
	5		6 X	7	/	

3 b	-d	- c	– a
------------	----	-----	------------

Lesson 8

1	1	a	2	C	3	a	4	b	
	5	b	6	a	7	C	- 8	b	
	9	C	10	b	11	a	12	C	
	13	a	14	a					

5 x 6 \ 7 \ 8)	2	Ì	1.	2 X	3 X	* 1
0 / 10 Y 11 /		5	X	6 1	71	8 X
7 7 10 7 11 7		9	1	10 X	11 🗸	

3	1	Sort	2	division
	3	addition		

4	numbers - letter:	S
_		

4	1	С	2 e	3 a	🌸 f
		b	6 d		

1	₹.	С	2	b	3	а	. 4	Ci	5	а
1	ì	1	2	1	3	X	4	1	5	Х

🧓 1. e 2 a	3 c	4 b	5 0
------------	-----	-----	-----

1 Z

AP.	3	a	2	C	3 b	Æ O	3 G
	6	a	7	a			

2	1- X.	2 🗸	3 /	4 X	5 X
	6 1	7 /	8 /		

<u>14-70 3</u>

1	1	a	2	C	3	C	.4	b	,5	a
									-	_
5	1	1	: -2	y	3	Χ.	4	1	5	X

3 Bluetooth	2 intranet
-------------	------------

3	Network	A.	DSL	
5	loT			

the sheet of the same of 4

	T	b ·	2	a	3	a.	4	С	5	b
2	1	1	2	1	3	Х	. 4	X	5	X

5

Ü	1	С	2 0	1 3	С	4	С	5

2	1				/\$

flash memory

9	o commerce	3	HDMI	
Z	e-commerce	- J	LIDIYII	

Theme 2

Les ion ()

- 2 c 3 a 4 b C 6 b 5 a 7 a 8 c 9 C 11 b 10 b 12 a 13 b 14 b 15 a
- 2 / 1 X 3 X 4. 6 1 8 X 5 X 7 X 11 / 10 / 12 X 13 /
- 1 Copyright infringement
 - 2 watermark
 - 3 Low-resolution photos
 - 4 high-resolution photos
- ecologist 2 A smartphone 4 GPS 3 Hard drive
 - 5 mobile apps

Lesson 😩

- 1 a 4 b 8 b 5 a 6 c . 7 · c 9 a 10 b 11 b 12 c 13 b
- 2 X 3 X 4 / 5. 6 1 71 8 X 9 1 12 / 10 / 11 X 13 / 14 / 15 X -16 X
- 1 Antivirus
 - 2 Personal information
 - 3 password
 - 4 flash memory hard disk
- Answer by yourself.

Lesson .

- 1 6 2 h 3 h 4 a 5 a 6 b 7 c 8 a 10 c 11 a 2 X 3 X 4 X 5 X 6 X 8 / 10 X 11 / 12 / 13 / 14 X
- 1 Password manager 2 MFA 3 Phishing 4 Smishing
- Answer by yourself.

Lesson 4

- 1 b 2 a 3 h 4 c 6 C 5 b 7 a 8 a 9 a 10 c 11 b 12 b 1 X 2 / 3 / 4 / 6 X 5 / 7 / 8 X 10 / 11 /
- 1 Wrong resource name 2 Wrong file path
- 1 c 2 0 3 b

Lexion 🌑

- 1 a 2. C 3 a 4 c 5 a 7 a 8 c 9 b 10 c 11 a 12 c 13 b 14 b 15 c 16 c 17 a
- 2 X 3 / 4 / 5 / 6 X 7 1 8 / 9 X 11 X 10 / 12 X 13 X
- \bigcirc Copyrighted: 1-2-4-5Not Copyrighted: 3 - 6
- 1 Videos images
 - 2 Facts discoveries 4 bottom 3 licenses
 - 1 c 2 a 3 b

Lesson (ii)

- 1 b 2 b 3 a 8 b 5 a 6 b 7 a 9 a 10 b
- 1 / 3 / 4 1 2 X 8 / 5 X 6 X 7 / 12 / 10 / 11 /
- 1 Computers 2 Facts
 - 3 Opinions 4 URL
 - 5 picture

LEASER IV

- 2 b 1 a 4 b 8 b 6 c 7 b 5 a 9 C 10 b 11 c
- 2 / 3 / 4 X 7 X 8 X
- 4. * 1 AND 2 OR 3 Not

Laston 🕒

- 4 a 2 a 3 h 6 C 5 a 7 b 8 c 11 b 12 b 9 c 10 a 4 / 2 / 3 X
- 8 / 5 / 11 X 9 X 10 X 12 / 13 X
- 1 quotation marks 2 URL
 - 3 alphabetical order
 - 4 Paraphrasina 5 Taking notes

Model Exam 1

- 2 a 3 a 3 X 2 / 4 / 5 /
 - 1 hard disk drive 2 GPS
 - 3 hacker
 - 4 Password manager
 - 5 Public domains

Model Exam

- 2 c 1 b 3 b 4 a 5 a
- 2 X 3 / 5 /
- 1 Facts 2 Public domains
- 3 Opinions
- 5 " " 4 Creative commons

Model Exam

- 1 g 2 g 3 b 4 c
- 2 1 / 2 X 3 X 4 1
- 3 1 d 2 e 3 b

Money Exam)

- 2 a 1 a 3 b 5 h
- 2 1 X 2 / 3 X 4 /
- 3 1 C 2 d 3 a 4 e 5 b

- ·2 c 3 b 4 a
- 21/ 2 X 3 X 5 / 4 /
- 1 Sweepstakes
 - 2 Scareware
 - 3 Child Helpline
- 4 Smishing
- 5 Personal information

2 X 3 / 1 X

5 X

4 h 3 b 1 a 2 a

5 c

1 viruses 2 GPS

3. Zoom 4 YouTube

5 an ethernet cable

4 1 2 X .3 X

16 1 8 X 7 X

≱ b a b 2 b 3 a 6 a 7 b 5 a

3

2 Router Keywords

> Facts Sweepstakes

21 3 X A X

2 PowerPoint accurate

Hackers **d** copyrights

closed network 2 check the router is connected

3 QR code

8 / 7.1

Excel

2 Networks

5 Bluetooth

7 URL

3 Router

The internet 6 smaller

3 X 7 / 5 3 a 4 a 1 a 5 c 6 b 7 a

6 Maria E Total

5 X 7 X

2 a 1 a 3 b 5 b .7 a

1 / 3 X

> 8 / 7 X

4 b 1 b 3 a

7 c 5 b 6 a

8

1 /

4 a 2 a 3 b 1 b

7 c 6 a

1 a

8 b

12 b

6 a 7 c 5 b

11 c 10 b 9 C

15 a 13 a 14 b

10 3 / 4 X 2 / 5 X

New

2 identifying the problem

3 Gigahertz

4 The Internet

5 AND

2 Folder Excel

3 Copyright

4 reliable

e-commerce

Red Sea - Hurghada E. Zone

2 X 3 X 4 / 5

3 c 1 b 2 a 4 a 5 C

Word

2 Screen readers 3 research topic

4 Rename

5 Internet

Favoum - East E. Zone

2 X 6 X 7 1 8. . /

10 X

2 c

4 a 3 C

5 b

13 Behira - Damanhour E. Zone

2 b 3 a 4 b 5 C

2 EKB bottom

3 router

4 watermark

5 QR code 2 /

3 /

4 X

3 X 4 X 2 / 6 1 7 1 1 gateway for the internet

11 1 - 91-11

2 different 3 e-commerce

4 identify the problem

5. scanner 6 Excel

7 high-resolution

8 a letter informing you that you have won a prize

15

14

Wirtual meetings

2 Internet of Things

3 a folder

4 data tab

5 Hacker

The tis 2 X 3 / 5 /

 1 c 2 d 3 a

5 b

16

2 X 3 X 6 / 7 X 8 / 5

3 c 1 c ·2 c 4 a

6 b 5 b 7 a

Exams 2023

_	IVIUUEI Exami	_
1 Put (/) or	(X):	
Search engiThe QR codListing your s	n access your password in one wanes do not suggest keywords and helps and facilitates access to ources at the end of the research recorrect answer from a, b	information. port is not necessary.
	ses MS Excel to prepare	
	b. presentations	
	orking technology that connects	
a. Bluetooth	b . Ethernet cable	c. Router
	e based on someone's views and	d experiences.
	b. Facts	
	ks that are not covered by copyr	
a. websites	b. public domain	
Complete t	he missing parts using the	following words:
(virtual m	eetings - WWW - router - Perso	nal information)
	when the other people an	
	sts of web pages linked to each o	
	nects the computer to the interne	
	es your name, address, date of b	
Choose from	column (A) what suits it i	n column (B):
Column (A)	Column (B)	
Bit Low-resolution	a. helps to connect home applinternet.	
photographs	b. is the smallest unit of compu	iter data.
3 IoT	c. photographers can share the	em for public.
document of the control of the contr	2	
116 ICT Prim. 5 - First Term		

Model	Exams	
Model	Exame	

Put (√) or (X):		
 To solve the problem to the router. It is necessary to creadata from hackers. When conducting a resynonymous meaning Photographers share 	ate strong passwords to esearch, you can use dif gs. their work in high resolut	protect your personal () fferent words with () tion with everyone. ()
The second secon	t answer from a, b	
second. a. Gigahertz a. Gigahertz a. HDMI To narrow the search a. OR Use words in sea a. the same	b. CPU results, we use b. AND	c. Byte data between computers. c. Flash memory c."" ur search more accurate. c. synonyms
 1 Photographers can provides at light are based or 4 is the internet set 	east two ways of identification in someone's views and ervice provided by Egyptumn (A) what suits	photos. fying yourself. experiences tian companies to citizens it in column (B): smartphone online. and store data.
1 control to the total to the total to the total to the total tota	3 annual	ICT Prim. 5 – First Term •117•

Put (/) or (/	<i>X</i>):	
 To solve the part to the router. It is necessary data from had When conduct synonymous Photographer 	problem of insufficient s by to create strong pass ackers. cting a research, you co meanings.	words to protect your personal on use different words with har resolution with everyone.
a. famous brown is to a. Mbps 3 Copyright production is compared as a co	b. websitesconsidered a strong pasb. abcd895	c. gateway for the internet in your computer. c. Bit hings, except c. discoveries ssword.
1 You can use. 2	(NOT - HDMI - virtual m when the other p e from research and obs wire that transmits audio helps to not include bo	eetings - Facts) beople are in different countries. servation. and video to and from devices oth words in your search.
	n column (A) what	suits it in column (B):
1 Sort 2 Zoom 3 EKB	a. contains reliable sou	the information alphabetically
LOT Prim 5 - First Term		·

1 Put (/) or (X):								
1 We can take quick	photos using our mobile	phones. ()						
2 HDMI is a wire that o	onnects your computer or	laptop to the router. ()						
When you use copt	yrighted content, you mus	st respect its owner. ()						
To narrow the search	To narrow the search results, we use the hashtag symbol #. ()							
2 Choose the corre	ect answer from a, b	or c:						
	nat connects computers fr	rom all around the world.						
a. Internet	b. Intranet	c. LAN						
2 You can use	application to buy an	ything on the internet.						
a. browser	b. Braille	c. E-commerce						
3 The international syr	mbol for copyright is letter	with a circle around it.						
.a. R	b. S	c. C						
4 You can store sugg	ested websites in the	bar in your browser.						
a. tools	b. bookmark	c. task						
3 Complete the mi	issing parts using the	following words:						
	EKB - Smishing - AND - UF	RL)						
1 is sending o	message via text messa	ges to steal your data.						
2) Add the and	d the author's name at the	e top of your notes.						
is available	for free to all Egyptians w	ho register on the site.						
	to include both words in							
4 Choose from colu	umn (A) what suits it	in column (B):						
Column (A)	Column (3)							
	a. is used to store and to	ransfer data.						
1 TeraByte 2 MS Word	b. = 1024 GB.							
3 External hard disk	c. is used to write report	s and documents.						
	3 annual management							
1 Marie 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Data spiral profession (spiral)	ICT Prim. 5 - First Term 118						
		1130-						

- 2 Not able to store files.
- 3 Not enough graphics storage.

- b. Try an Ethernet connection.
- c. Move old files to an external drive.

120 ICT Prim. 5 - First Term

1 Put (/) or (X):	
One of the human err falling.Always ask permission online.	exts do not contain important information. () fors that lead to the loss of files is the laptop
2 Choose the correc	t answer from a, b or c:
a. Internet 1 The is used to a. scanner 2 The best way to colle a. Facebook 3 You must add the URI notes. a. top 4 When using the a. AND	b. Intranet c. LAN to save images on the computer to use them later. b. printer c. router ect information is getting it from b. books c. WhatsApp L and the author's name at the of your b. middle c. end operator, the results will include one of the two words. b. OR c. NOT sing parts using the following words:
1 The enables of the should include a should include a stores information and the should include a stores information.	you to connect your laptop to the internet. le letters, numbers and special characters. Itching information better than just reading. It mation and runs faster than a hard disk. It mn (A) what suits it in column (B):
1 Internet 2 Personal information 3 Intranet 2	a. includes your name, address and birthday. b. is used to share Information in a private way. c. is used to share Information in an opened network.

122. ICT Prim. 5 - First Term

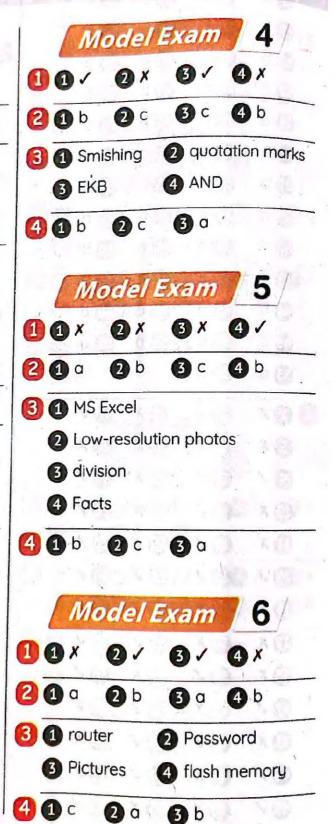
Put (√) or (X):		
3 Scareware websites 4 To create a simple f the "+" sign.	ble and faster than Wi- offer you a prize that r	Fi. () never comes. () ect the cell, and then type ()
1 helps us to a camera.	access information by	scanning it with a phone
a. Browser	b. QR code	c. Digital book
	a fake message via e-m	nail or social media
applications that ap a. Smishing	b. Phishing	c. Virus
3 To search for an or	nline resource keyword,	press
a. Alt + Ctrl + Del	b. CTRL + F	c. F5
4 Jeff Kerby uses all	these tools in his exped	lition, except
a. GPS	b. GPR	c. drones
Complete the m	issing parts using t	he following words:
1 helps you in 2 Students who would 3 helps us to is a wire the	y - HDMI - Anti-virus - Months keeping your private of just like a quick review store and transfer data at transmits audio and fumn (A) what suits	data safe. w, use a and information. video to and from devices
		lumh (B)
1 Internet	h is used to back up	formation in a private way, and store data.
IntranetExternal hard drive	c. is used to share into network.	formation in an opened
3 External hard drive	11000	

-124 ICT Prim. 5 - First Term



Put (/) or (X):		- 6 =	
loT.	at work without the internet is an example	01 T	ne
		()
tris not necessary to	virus to all your friends from your e-mail.	. ()
solve a problem.	use a lot of sources to answer a question	n or	,
-	to keep your private data safe.)
Choose the corre	ct answer from a, b or c:	()
is training some	ce answer from a, b or c:		
a. Communication	eone in a subject you have a lot of experie	ence	in.
_	- Local and		
a. Ethernet cable	transmits sound and image to and from a		es.
	b. HDMI c. Router ca tographer uses a to take quick pic	DIE	
a. computer	b. mobile phone c. GPS	cture	25.
your device	s regularly keeps your data safe.		
 Uploading 	b. Updating c. Restarting		
Complete the mi	ssing parts using the following wo		
		rus	
Mr. Hiebert is an	numbers - archaeologist - QR code)		
2 helps us to	and explorer at National Geographic	- .	
camera.	access information by scanning it with	a ph	one
3 The rows are labele	ed with in Excel		
The information car	be arranged alphabetically by the		
Choose from col	(A) what and the	prop	ert
The second secon	umn (A) what suits it in column (B):	
Column (A)	Column (B)		
Digital refrigerator	a. is a device that helps people of determ		
3	b connects hour company of determ	ninat	ion.
Screen reader	I Di COI II CC (3 UCILII I MINDI ITANA LA LICA INC.		
- 10.00 CO.00	b. connects your computer to the ISP. c. is an example for IoT.		

Model Exam **● ●** × **●** × **●** × **●** × 2 1 c 2 a **3** a **4** b (3) (1) virtual meeting 3 router 2 WWW Personal information 🚰 🚹 b 2 c **3** a Model Exam 1 (1) X 2/ 3 / 4 X 2 c **2** 1 a **3** c **1** watermark Multi-factor authentication 3 Opinion 4 ISP 4 1 c 2 a 3 b Model Exam 0 / 3 / 4 X 3 c 2 c **2 1** c 4 C 1 virtual meeting 2 Facts 3 HDMI 4 NOT 2 c 3 a



134 ICT Prim. 5 - First Term

